

## PRESENTATION SKILLS TRAINING

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**COURSE LENGTH: 2.0 DAYS**

Delivering a brilliant, memorable and interactive presentation requires a number of skills including effective planning, choosing the right delivery method(s), developing outstanding customised content, professional group facilitation, the efficient use of technology, effective communication skills and more.

The PD Training Presentation Skills Training Course provides you with this in-depth knowledge and skill building in the planning, preparation and delivery of truly engaging presentations. You'll learn how to use specific tools and techniques for presentation creation and delivery which will enable you to conduct powerful presentations that engage your audience every time.

As part of this professional development training event, you will have an opportunity to develop and present to your peers and receive feedback from the group.

This practical and engaging training course is available now throughout New Zealand, including Auckland, Wellington and Christchurch.

Please click on the Public Class tab below to view our Presentation Skills Training course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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## PRESENTATION SKILLS TRAINING COURSE OUTLINE

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### FOREWORD

Good information, great ideas or the best proposal only gets you half way. To be a successful professional presenter you need to be able to capture your audience and take them on your journey using effective presentations.

Positioning yourself and your ideas in a consistently positive and professional manner enables you to make a professional impression — the first time and every time. Raw information is logical but being logical does not capture anyone's attention for too long. Persuasive presentations start with raw information, opinions are added, coloured with imagery, and given personality. The more of the mind you tickle, the more retention and motivation you reap.

The PD Training **Presentation Skills** Program will teach you how to prepare quickly, utilise the best method for delivering your message, and maintain audience interest at all times.

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### OUTCOMES

#### After completing this course participants will be able to:

- ▶ Learn to design effective & engaging presentations
- ▶ Select the most suitable delivery method based on the audience, the environment & the message being delivered
- ▶ Master powerful & effective verbal & non-verbal communication techniques
- ▶ Gain insight into effective techniques for calming nerves
- ▶ Learn to create fantastic flip charts to support the key messages
- ▶ Create compelling PowerPoint presentations
- ▶ Learn different tools to add diversity & interest to engage an audience
- ▶ Learn to pump it up a notch to deliver higher energy presentations

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### MODULES

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#### Lesson 1: Getting Started

- ▶ Workshop Objectives

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#### Lesson 2: Presentation Preparation

- ▶ Conducting Needs Analysis
- ▶ Initial Outline Layout
- ▶ Research, Write and Edit

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#### Lesson 3: Delivery Method Options

- ▶ Types of Delivery Methods
- ▶ More Advanced Methods
- ▶ Basic Things to Keep in Mind

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#### Lesson 4: Communication Skills - Verbal

- ▶ Active Listening Techniques
- ▶ Questioning Techniques
- ▶ Powerful Communicating Tips

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### Lesson 5: Communication Skills - Non-Verbal

- ▶ Body Language Explained
- ▶ Your External Body language
- ▶ Other's External Body Language

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### Lesson 6: Overcoming Stage Fright

- ▶ Pre-Event Planning
- ▶ Mental Preparation
- ▶ Physical Relaxation Techniques
- ▶ Exuding Confidence to the Audience

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### Lesson 7: Create Effective Flip Charts

- ▶ Suggested Tools
- ▶ Flip Chart Advantages
- ▶ Effective Use of Colours
- ▶ Always Have a 'Plan B'

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### Lesson 8: Create Compelling Presentations with PowerPoint

- ▶ Suggested Tools
- ▶ PowerPoint Tips
- ▶ Always Have a 'Plan B''

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### Lesson 9: Creative Use of Whiteboards

- ▶ Wall Mounted vs Electronic
- ▶ Suggested Tools
- ▶ Effective Use of Colours
- ▶ Always Have a 'Plan B'

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### Lesson 10: Vibrant Videos and Amazing Audio

- ▶ Suggested Tools
- ▶ Video and Audio Tips
- ▶ Always Have a 'Plan B'

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### Lesson 11: Pumping it up a Notch

- ▶ Making Them Laugh
- ▶ Engaging with Questions
- ▶ Promoting Audience Interaction
- ▶ Managing Questions and Comments

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### Lesson 12: Wrapping Up

- ▶ Words from the Wise

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)
- ▶ [Public Classes - Enrol Now!](#)