PROFESSIONAL DEVELOPMENT TRAINING

09 884 0762

REQUEST QUOTE

1.0 DAY COURSE

# Presentation Skills Training - Accelerated 1 day

**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 facilitation, the efficient use of technology, effective communication skills and more.**

**The PD Training Accelerated 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.**

**Please click the "Group Booking Quote" button to receive a free quote for courses delivered at your preferred location.**

## What You'll Gain:

To be a successful, professional presenter you need to be able to capture your audience and take them on the journey with you by using effective presentations, story-telling, interactive facilitation and of course engaging content. Good information, great ideas or the best of intentions only gets you half way there.

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 or hold anyone's attention for too long. Persuasive presentations start with raw information, then opinions are added and enhanced with creative imagery and given personality by the presenter. The more of the mind you tickle, the more retention and motivation you reap.

This **Presentation Skills** Training Program will teach you how to prepare effective presentations, and how to utilise the best method(s) for delivering your message while maintaining your audience's interest at all times.

# Outcomes

**After completing this course participants will:**

- 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
- Learn the effective use of colours
- Create compelling PowerPoint presentations
- Use videos and audio to enhance the experience
- Learn different tricks to add diversity & interest to engage the audience
- Learn to pump it up a notch to deliver higher energy presentations

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# Modules

### Lesson 1: Why Present?

- Welcome
- The Purpose of Presenting
- My Presentation Style

### Lesson 2: Researching your Topic & Organising Information

- Conducting Research
- Selecting Content
- Giving Form to your Presentation

### Lesson 3: Writing your Presentation

- Starting with an Outline
- Which Words to Use
- Writing the Introduction
- What to Include in the Body
- Ways to Conclude
- Editing

### Lesson 4: Verbal & Non-Verbal Communication Skills

- Listening & Hearing: They Aren't the Same Thing
- Asking & Fielding Questions
- Body Language

### Lesson 5: Overcoming Nervousness

- Preparing Mentally
- Physical Relaxation Techniques
- Rehearsing your Presentation

### Lesson 6: Using Visual Aids

- Fantastic Flip Charts
- Compelling PowerPoints
- Vibrant Video & Amazing Audio

Talk to our expert team

**Phone: 09 884 0762**

Email: enquiries@pdtraining.co.nz