PROFESSIONAL DEVELOPMENT TRAINING

09 884 0762

REQUEST QUOTE

2.0 DAY COURSE

Presentation Skills Training

The PD Training Presentation Skills Training Course provides you with 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.

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.

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.

You will learn about your own personality type as well as other personality types and how to engage others in an entirely new way that provides a path to better communication and improved presentation delivery skills.

PD Training can provide a complete professional development program for your organisation which includes personality profiling and automated training needs analysis, so contact us today to learn more!.

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

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

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.

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

Lesson 1: Why present?

- Welcome
- The purpose of presenting
- My presentation style
- Module 1 Reflection

Lesson 2: Researching your topic and organising information

- Primary and secondary research
- Selecting content
- Giving form to your presentation
- Module 2 Reflection

Lesson 3: Writing your presentation

- Starting with an outline
- Which words to use
- Writing the introduction
- What to include in the body
- Writing the conclusion
- Editing
- Module 3 Reflection

Lesson 4: Verbal and Non-Verbal Communication Skills

- Listening and hearing
- Asking and fielding questions
- Body language
- Module 4 Reflection

Lesson 5: Overcoming Nervousness

- Preparing mentally
- Physical relaxation techniques

Lesson 6: Using Visual Aids

- Fantastic flip charts

- Rehearsing your presentation
- Module 5 Reflection

- Creating compelling PowerPoint presentations
- Vibrant video and amazing audio
- Module 6 Reflection

Lesson 7: Time to present

- Presentation - take 2
- Module 7 Reflection

Talk to our expert team

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