

PRESENTATION SKILLS

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When you present in front of an audience...

Are you prepared? Have you practiced? Are you confident?

Are you concerned your audience will not be receptive to you?

This unique Presentation Skills Workshop is conducted by two training specialists. They provide leadership in presentation training skills and the many nuances that will allow you to direct a group of participants so that they can come together as a team and accomplish a common goal. This programme is designed to involve each participant, provide support, motivation and information while learning.

Through this programme, participants will learn to understand and use the best practices for making a presentation, the power of information and entertainment convergence, the channels of information distribution and the importance of content and delivery.



The Polished Presenter focuses on:

1. The Preparation - Secrets of Power Presentations

This session explores the tools and techniques for Power Presentations; developing presentations that match the level of excellence of the technology, product, solution or service being offered.

- Establishing objectives
- Preparing the inspirational/motivational presentation
- Knowing your audience
- Identifying your own unique presentation style
- Developing and compiling material
- Identifying and eliminating non-word from your speech
- Delivering the presentation
- Bring the presentation to a close
- On camera video component

2. The Packaging - Mastering Your Visual Impression

This session explores the impact your visual impression makes on your audience. Appearing polished, professional and well groomed will assist in removing possible barriers between you and your audience, and visually invite rapport.

- The power of your appearance
- Your visual impression as a means of communication
- Uses of colour to stimulate attention
- The use of contrast levels
- Your overall presentation
- Attaining the right image for your presentation
- Your audience's industries of work
- The polished professional
- The point system guide for dressing for your presentation
- Professional presentation tips
- The risks of poor professional dress choices
- The hierarchy of dress codes

3. Performance Art

This session is structured to build confidence through your performance style and non-verbal communication. Essentially, every presentation given is ultimately a performance in which the audience is interested, participative and reaches their learning objectives.

- Your performance art
- The eight rules for your successful performance
- Maintaining eye contact
- Being aware of your hand gestures, posture and stage presence
- The use and integration of visual aids
- Maintaining interest
- Encouraging your audience's opinions
- Being perceptive to your audience's body language
- Overcoming and reducing anxiety
- The various learner personalities and how to work with them
- Icebreakers – to use or not to use them

4. The Practice

You are what you say and how you sound. Do you look and sound as good as your offer? This session allows individuals to experiment with the techniques taught in the previous sessions.

- Speaking up and standing out
- Preparation and practice
- Voice modulation and vocal variety and clarity
- Overcoming fear
- Thinking on your feet – the Q & A Session
- Winning your audience

5. The Execution - Speak with Power and Conviction to Influence

It is time to deliver. This session demands the full integration and application of techniques and skills reviewed and presented in the previous sessions into individual presentations in front of the group.

- Using content interpretation for greater communication results
- Presenting a commanding entrance
- Using silence effectively
- Maximising your spoken fluency
- Establishing and emotional tone to move your audience
- Engaging effective audience participation
- Effective listening, questions and feedback techniques
- Engaging effective audience participation
- On camera video component

Seminar Materials - Workshop binder and folder materials include:

- The Preparation
- The Packaging
- The Performance Art
- The Practice
- The Execution