PROFESSIONAL DEVELOPMENT TRAINING

1300 121 400

REQUEST QUOTE

2.0 DAY COURSE

Presentation Skills Training

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 and effective communication skills.

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 throughout Australia: Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

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.

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 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 2-day **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 be able to:

- Perform a needs analysis and prepare an outline for a presentation
- Select the most suitable delivery method based on the audience, the environment & the message being delivered
- Understand how to optimise verbal and non-verbal communication skills when presenting
- Gain insight into effective techniques for calming nerves
- Learn to create fantastic flip charts to support the key messages
- Create targeted PowerPoint presentations
- Realise the benefits of rehearsal

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
- Rehearsing your presentation
- Module 5 Reflection

Lesson 6: Using Visual Aids

- Fantastic flip charts
- 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

Phone: 1300 121 400

Email: enquiries@pdtraining.com.au