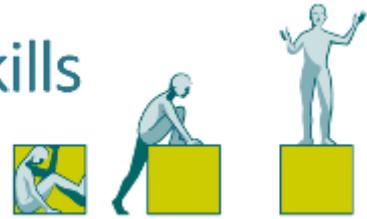


Complete Presentation Skills

Make the shift from competent to compelling



There are six quite different skills employed by engaging and memorable presenters. Many people are competent in one or two of these – **Complete Presentation Skills** will rapidly improve your ability in all six.

How does it work?

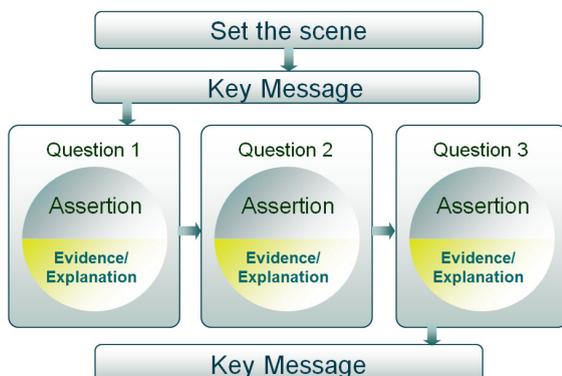
You come to the course with an audience and topic in mind. Then, over two days, you design a presentation and deliver it to the other course participants.

Throughout the course you'll receive ideas, advice and coaching from your trainer and feedback from your colleagues. You'll be regularly trying out the concepts that you learn and applying them to the presentation you create. At the end of the course you'll have:

- a new appreciation of your purpose when speaking to a group
- countless new ideas for improving the effectiveness of your future presentations
- increased confidence and enthusiasm for creating and delivering presentations
- greater engagement and influence when speaking to groups.

The Programme

1. Turn your knowledge into engaging presentation content



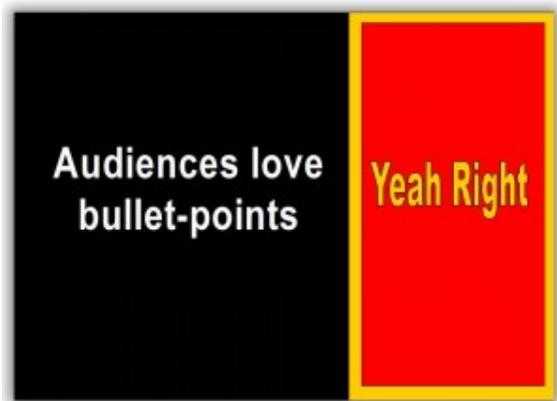
A challenge facing most presenters is how to distill their wide-ranging knowledge into focused presentation content. Audiences become bored, confused and overloaded if the presentation is too detailed, too wide-ranging and lacking in immediate relevance.

By using the Effective Speaking SpeakerMap™ you'll quickly identify the key message of your presentation and then structure your material in a way that will keep your

audience attentive and engaged. You'll learn:

- an easy step-by-step design process that even experienced presenters find a revelation
- how to stop spinning your wheels and get your presentation planned in less time than you thought possible
- how to come across as an expert without overloading your audience with detail
- the secrets to engaging your audience that anyone can master.

2. Use PowerPoint to enhance your presentation



Many presenters sabotage their success by creating data-heavy or text-based slides that they read from the screen. This creates the impression that, deep down, they don't know what they're talking about. It also destroys two critical elements of oratory – mystery and surprise.

Presenters who use simple, visual-not-verbal slides, stand out because they demonstrate their ability to simplify and effectively communicate complex concepts and ideas.

You'll find out:

- why the traditional way of using PowerPoint is the worst possible way of conveying information
- how the poor use of PowerPoint is probably undermining your expertise and credibility
- how to stop designing slides that you have to read to your audience
- an elegant format that will have you creating stimulating slides in minutes
- how to (secretly) use PowerPoint as your notes without covering your slides with words.

3. Rehearse and use memory tricks to feel totally prepared

Having designed your Content and PowerPoint, it's time to start getting familiar with how you're going to use them. Many presenters skip this step – they turn up for the presentation, fire up their PowerPoint presentation and start reading.

The result? Death by bullet-point!

In this session we get you **rehearsing** your material – you'll get feedback from others

on what works and what doesn't. We'll show you memory tricks that will help you keep on track so that your presentation flows smoothly.

The benefits? Your presentation will run like a well-oiled machine. You'll look completely in charge of your material and your audience will be able to focus on what you're saying – rather than being worried about whether you know what you're talking about.

4. Strategies for creating confidence

Presenting in a credible manner requires you to manage the sabotaging emotions that so often accompany public speaking. These emotions lead to behaviours that can sabotage the impression of expertise such as waffling, talking too fast, forgetting what you want to say, shaky hands or voice and fidgeting.

In this session we use proven principles from Cognitive Behavioural Therapy to help you:

- identify the specific, root causes of any nervousness you may feel
- reduce the unhelpful pressure you put on yourself
- discover practical strategies to reduce nervousness and its effects
- authentically enjoy every opportunity you have to speak.

5. Shift your delivery from competent... to compelling

Many people lose their natural ability to communicate when they stand in front of a group. They become stiff and unnatural or get panicky and speak too fast. This sabotages their connection with the audience and their ability to influence.

When the best presenters speak, they are able to make each person in the audience feel noticed and important. They do more than present - they connect.



A unique learning process

On **Complete Presentation Skills** you'll receive in-depth coaching to transform your delivery skills by working on the specific areas that you, as an individual, will most benefit from improving. So you not only learn **what** you need to improve and why – you'll also be taught **how** to improve and will get the opportunity to try out the techniques straightaway.

Having watched a short video-replay of your presentation, you and your trainer/coach will agree on one or two aspects to work on – the areas that will make the most difference to how you'll come across next time you're presenting.

Our “masterclass” coaching methodology will reconnect you to the techniques that you normally unconsciously use in everyday conversation to engage and influence the people you speak to. You'll become relaxed and in control of what you say and how you say it. Your coaching session is also videoed so you can review it later.

We'll focus on your individual needs and also cover the following areas:

- how to incorporate the power of silence – naturally
- how to pace your presentation to the needs of your audience
- how to stop being a “click-talk” presenter
- how to work with your notes and the remote
- how to add emphasis - without sounding artificial

- how to speak in an engaging, dynamic way
- how to naturally pace your presentation and stop rushing
- creating a sense of enthusiasm and commitment to your topic
- create and change contrast and mood as you speak
- engaging your audience at an emotional, as well as logical, level
- how to look confident – even if you're not
- how to eliminate “ums and “ahs.”

You'll also observe the other course participants being coached in implementing these techniques. That means you'll get a sense of the impact of the techniques from the audience's perspective.

6. How to handle audience curve-balls like a pro

Perhaps the greatest challenge you face as a presenter is the fact that your presentation is a live event in front of an audience. Despite the best planning and rehearsal, the uncertainty of the audience's reaction can be an underlying source of nervousness.

In this module we look at what audience members might do, and you develop and practice psychological and practical strategies to handle this. You'll find out:

- the fail-proof strategy for handling people who chat to each other
- how to handle distractions without turning a hair
- how to deal politely with people who interrupt you constantly
- how to handle an angry audience member without losing your cool.



You'll choose a potential situation that you'd like to handle better. Through our coaching you'll develop and practice strategies for successfully dealing with it. At the end of the session, you'll feel significantly more able to calmly handle any uncertainties you may encounter.

*"Easily the most useful personal skills course I have attended – period.
Invaluable."*

Iain MacLeod, Senior Project Manager, New Zealand Transport Agency

"I found the style of giving a practical presentation followed by subsequent teaching and coaching an extremely valuable way of learning how to do better presentations."

Grant Webby, Principal Hydraulic Engineer, Opus International

"This is the most challenging courses I think I have ever attended, but for that reason, was also one of the most practical and rewarding."

Joanna Lamborn, Court Manager, Ministry of Justice

[Register Here](#)

For more information contact:

Effective Speaking

phone: 04 528 4561

email: info@effectivespeaking.co.nz

web: www.effectivespeaking.co.nz