



# Presentation Power<sup>®</sup>

## Professional Development Seminar

### LEARNING OUTCOMES

- READ AN AUDIENCE TO DISCOVER WHAT YOUR LISTENERS WANT FROM YOUR PRESENTATION (AND WHAT THEY ARE THINKING)
- ENHANCE YOUR PRESENTATION PROFESSIONALISM
- UTILISE YOUR VISUAL AIDS. HOW TO CREATE POWERPOINT™ PRESENTATIONS THAT DELIVER A POWERFUL MESSAGE TO YOUR AUDIENCE
- IDENTIFY YOUR REAL PRESENTATION PURPOSE AND TO DETERMINE YOUR AUDIENCES CRITICAL NEEDS AND EXPECTATIONS

Until just a few years ago, making a presentation to customers or colleagues was considered an activity best left to company executives. Things have certainly changed since then. Today, employees at all levels and within every type of organisation are expected to deliver a wide variety of presentations.

This is why a person's ability to get *their message* successfully across to others is essential for personal and organisational success.

As all skilled presenters already know, the heart and soul of delivering a presentation is the ability to persuasively communicate. That's what makes this two-day program so useful; everything learnt at the *Presentation Power<sup>®</sup>* program can be easily applied to any type of presentation and for any person who must present their ideas to others.

No matter what the subject, anyone can learn how to deliver a message with poise and impact after attending the *Presentation Power<sup>®</sup>* program. Every attendee will learn how to give their words an appeal that captures attention and leads to inspiration — whoever the audience is.

The effectiveness of this program lies in the materials used to blend strategies, techniques and speaking exercises with “hands-on” presentation practice. With an easy-to-follow, step-by-step approach, this practical program offers a array of solid suggestions on improving a person's presentation skills.

Whether presenting in a customer's boardroom or passing on information to staff in a meeting room, the key take-away points from this program is to learn how to properly plan, prepare and present a presentation that will captivate any audience.

At the conclusion of the *Presentation Power<sup>®</sup>* program, participants feel more confident to deliver their next presentation with greater focus, clarity and purpose.

- ✓ Tailor any presentation to any audience on any subject.
- ✓ Use simple relaxation techniques to overcome nervousness.
- ✓ Learn how to project your voice and make your point.
- ✓ Expertly handle difficult questions, people and situations.



# Seminar Overview

# What's Included

## SESSION OUTLINE

(Two-Day Program 9:00 – 4:30 pm)

### MODULE 1 : THE PRESENTATION PROCESS

- Defining the presentation process
- Selecting your presentation goals using the “presentation funnel” process
- Assessing your audience
- How to develop a central theme and presentation objective
- Crafting and preparing your presentation

### MODULE 2 : ANATOMY OF A PRESENTATION

- How to gain and keep your audience's attention from the first 60 seconds
- Personalising your message with interesting stories, anecdotes, statistics and questions
- The key to using transitions successfully
- How to take your audience's pulse to determine their mood and attentiveness
- Proven methods for holding and keeping your listener's interest when delivering detailed or complex information
- Keeping your message on track and on time

### MODULE 3 : PRESENTATION STRATEGIES

- Taking a closer look at organising your content
- Strategies for establishing your credibility quickly when you are presenting to a new group
- Overcoming nervous tension and stress before and during a presentation
- Understanding the gestures and body language that will increase your impact and those which detract from your delivery
- How to deal with interruptions and unforeseen problems and emergencies
- A detailed look at creating your visual, verbal and vocal image
- The importance of making eye contact as you present your message

### MODULE 4 : POWERPOINT + VISUALS

- Advantages/disadvantages of various visual aids
- The most common mistakes made with visual aids (and how to avoid them)
- The right way to use overheads, visuals, whiteboards, props and equipment
- Using PowerPoint™. Brilliant tips and tricks



## EACH PARTICIPANT RECEIVES

Each participant receives a professionally produced, training manual and reference material. In addition, participants receive a password to online e-learning and reference material (where they can access audio coaching files, white papers, posters, and other training materials).

## FREE eCOACHING FOR ALL PARTICIPANTS

To help participants implement all they have learnt at this powerful seminar, they'll also receive access to a 6 month e-Coaching program free!

This unique coaching program starts 14 days after the training.



At the comfort of their desk and at a time which suits them, participants enjoy these eCoaching sessions, as they reinforce all that has been learnt at this development program.

## CERTIFICATE OF ACCOMPLISHMENT

Each participant also receives a customised “Certificate of Accomplishment”, to be framed and displayed at their office or home.



## CONTACTING US

P.O Box 2124, Prahran  
Melbourne VIC 3181  
P: 1300-881-891  
P: (03) 9533-9533  
E: mail@success.net.au  
W: www.success.net.au

