

Presentation Skills & Public Speaking – 1 day



Pre-requisites

There are no pre-requisites for this course.

Description

Do you dread having to speak in public, in front of your boss, or worse, your peers?

Do you need to:

- Prepare, structure and deliver short and long presentations
- Manage your audience with confidence
- Make your presentation delivery powerful
- Learn different ways to incorporate questions from your audience in your presentation

Aim

This course targets the techniques required to plan and deliver your presentation.

You'll learn how to control anxiety and improve articulation and listening skills. Most importantly, you'll build the confidence to speak in front of groups and make your presentations interesting, dynamic and effective.

Throughout the day you will be doing practical exercises and at the end of the course deliver a ten-minute presentation to the class. (**NB:** Presentations may be recorded with personal mobiles - optional).

Learning Outcomes

At the end of this course you should have the skills and knowledge to:

- Open a presentation, connect with the audience and close powerfully
- Understand your audience, and develop the key message you want the audience to retain and/or act upon

- Handle presentation fears and nerves
- Look and sound confident
- Expand your skill in handling questions and thinking and speaking on your feet
- PowerPoint Tips & Tricks

Topics Covered

Mastering Public Speaking?

- Public speaking pitfalls
- The Rhetorical Triangle method
- Monroe's Motivated Sequence
- The AIDA Method
- The 7C's of Communication

Presentation Structure

- Three adult learning styles
- Vision and persuasion
- The three-pronged attack to public speaking
- Connecting with the Audience
- Vocal techniques and Body language
- Conquering your Fears

Building Confidence

- Dealing with Nerves and Anxiety
- Inverted-U Model
- The Four Influences
- Steps for mental / problem rehearsal
- Utilise techniques to control anxiety

Handling difficult Audience members

Workshop: Presentation at the end of the day

- Uncover tips and tricks about creating effective PowerPoint Presentations



www.wct.com.au

Canberra Level 1, 15 Moore Street, Canberra City, ACT, 2601 Phone: 02 6162 2929 Fax: 02 6162 2928

Melbourne Level 6, 446 Collins Street Melbourne VIC 3000 Phone: 03 8060 4555 Fax: 03 9642 0150