

Presentation skills

Providing you with the knowledge and experience to confidently and effectively communicate to an audience in a face-to-face situation.

Overview

The two day program combines data, exercises and practise to give each participant an understanding of why certain presentations and techniques work better than others and knowledge of how to present persuasively to achieve predetermined goals. Throughout the program, participants continually practise the skills they learn, and receive unbiased, open feedback from the facilitator and other participants.

Challenges addressed in this program

- Presenting reports to management boards and teams
- Presenting credentials to prospective clients/new product launches
- Presenting recommendations to internal and external committees
- Motivating sales forces
- Presenting changes to employees

Key components of this program

Presentations – On both days of the program, you'll make several presentations. Your facilitator and other participants critique each presentation, giving you an indication of your strengths and weaknesses.

Communication definitions and components – You'll learn key components of communication, which will give you a new perspective on getting your message across to an audience.

Structure – You'll learn how to use unique organisational flow charts, which show you how to organise your ideas for presentations in a timesaving, informative, persuasive manner.

Audience and listener analysis – By studying different styles of people and their personalities, you'll learn how to determine the type of audience you're addressing.

Planning a tailored presentation – You'll learn the difference between "features" and "benefits" of products or services, and how you can develop a tailoring strategy that ensures a persuasive, convincing presentation.

Delivery Skills – We'll discuss the importance of eye contact, voice, movement, gestures and body language.

Visual Aids – Visual aids make a presentation informative and persuasive. You'll learn how to integrate visual aids with your presentation.

Communication exercises – Practice eye contact exercises, effective movement and gestures, and voice modulation.

Outcomes

- Acquire pragmatic tools to augment current presentation planning skills
- Have the ability to tailor the structure, content and delivery of presentations in the most persuasive manner for each audience, environment and presentation objective
- An appreciation of the value of rehearsal including techniques to effectively rehearse before a highstakes presentation
- Deliver your message with confidence

Duration

2 days for up to 6-8 participants.

Who should attend this program

Anyone who needs to confidently persuade audiences ranging from small management teams, boards of directors, sales forces, direct reports, employees, customers, prospects, suppliers and government.

For more information and to register

Call: 1800 797 447

Email: AsiaPacific@ttec.com

ttec.com/business-learning-centre