

powerful presentations

fmi course number: CM02

Duration

fmi recommends this as a two day course
A condensed version of one day can also be provided

.....course overview

The skills to develop and deliver effective presentations are crucial to professional people working in organisations. Presenters must be credible and appear confident.

This very practical course takes you through the stages of planning, preparing and delivering influential and charismatic presentations. Using checklists to help you at each stage you build up a professional presentation in a painless way. This is a very practical course and you gain lots of strategies, hints and tips that help you improve your presentation. It importantly includes video feedback.

Working with an experienced specialist facilitator who also has professional acting and/or presentation experience participants learn and practice the science and art of presenting including professional voice techniques, body language and mastering presentation "nerves".

Participants are asked to bring details of the presentation they would like to develop or improve to the course. They will be able to develop their own presentation and supporting materials as part of the practical work on this course.



.....key content

- . The value of influential and charismatic workplace presentations for yourself, your organisation and your customers
- . Setting realistic presentation goals for informing and persuading
- . How to plan an effective presentation – practical experience
- . The importance of powerful opening and closing in a presentation
- . Preparing resources that add value to the presentation – tips on using PowerPoint, flip charts, white boards and handouts as appropriate
- . Presenting effectively – strategies, tips and hints for informing, persuading and developing rapport and interacting with the audience.
- . The total message – body language, voice (tone/pitch/speed/inflection/breathing), eye contact
- . Answering questions and handling difficult questions and objections – audience management
- . Presenting effectively – practice and review sessions including video feedback
- . Evaluating your own presentation
- . Personal action plan for development as a presenter

.....what objectives can I achieve?

1. Set objectives for a presentation that is both influential and charismatic
2. Plan an effective presentation
3. Prepare resources that aid the presentation
4. Deliver the presentation to meet your objectives
5. Evaluate your presentation to make improvements for future presentations



Who this course is useful for

All people who wish to increase their ability to deliver powerful, influential and charismatic presentations as part of their role at work.

Resources for this Course

A **Learning Guide** is provided for this course. It contains notes and can be used for participant's own notes.

Assessment

There is no formal assessment in this course but specific feedback is provided on presentations, which is helpful for future presentations.

Dates and locations

Course Dates: Sydney
For dates please see FMI Public Course Calendar at www.frontlinemanagementinstitute.com.au

Time: 9am to 4.45pm

Location is close to Sydney CBD. You will be advised of the exact location by email one week prior to commencement.

Fees

For fees please see FMI Public Course Calendar at www.frontlinemanagementinstitute.com.au

Corporate Versions of this Course

This course can be tailored for corporate requirements as an in-house course. Corporate options include an extended three day version, videoed presentations and specific purpose presentations e.g. to customers.

Booking

To book, phone +612 9660 0199

Email fmi to find out how we can help you:
fmi@managementcando.com

Contact frontline management institute

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