

PRESENTATION SKILLS COURSE

“The success of your presentation will be judged not by the knowledge you send but by what the listener receives.”

Lily Walters



OVERVIEW

This course enables people to apply professional presentation strategies and techniques to deliver a confident presentation that will both inform and persuade the audience.

The key to delivering a good presentation is engaging your audience. To do this you must feel confident and be well prepared before giving the presentation, having considered your objectives and your audience and how to build a rapport with them. During and after the presentation you must be prepared to interact with your audience.

WHO IS THIS COURSE SUITABLE FOR?

This course is suitable for people who want to deliver presentations that inform and persuade.

PRESENTATION SKILLS COURSE

COURSE CONTENT

SESSION

KEY LEARNING CONTENT

Prepare for presentations

- How to plan an effective presentation
 - The importance of powerful opening and closing
 - Check venue and equipment
 - Prepare presentation resources
 - Rehearse and review the presentation
-

Present with confidence

- Present effectively
 - The total message – body, voice, eyes
 - Audience management
 - Manage questions and answers
 - Deliver on schedule,
 - Manage equipment and resource issues
-

HOW THIS COURSE DRIVES RESULTS

- Ensure people can represent the organisation with confidence as they deliver presentations to management, colleagues, clients and / or stakeholders

STANDARD DURATION

- 2 day In house course (short course or module in a training program) or
- 3 – 6 session coaching program

PRESENTATION SKILLS COURSE

CUSTOMISED COURSES

FMI is able to design a bespoke training course specifically for your organisation.

FMI's team has extensive experience designing courses and programs for clients across a range of industries and for a range of purposes.



FMI can develop workshops, course materials and activities that are designed to meet your objectives. In addition to tailoring content, FMI can design assessment tools and projects.

These programs can be aligned with role descriptions, performance management systems, capability frameworks and other key learning and development standards and programs that the organisation has in place.

FMI is able to customise the program so that it can be presented as an in-house program with your organisation's branding and specific content such as a graduate entry program. Programs can be delivered by FMI or by someone from within your organisation.

FMI can provide capability overviews for each of the modules for your review. Please contact FMI to discuss which modules are appropriate for your management teams

MORE INFORMATION

Reading an overview is often not enough to make a decision about whether that course or program is suitable for you, your team or organisation. Please contact us to discuss your specific challenges, development needs and strategic initiatives. We can advise you on suitable learning and development solutions, even if it includes courses, programs or services not included in our catalogue.

PRESENTATION SKILLS COURSE



ABOUT FMI

The Frontline Management Institute (FMI) uses a practical, work based approach to deliver high quality, engaging and flexible management training and coaching that drives results for managers, their teams and their organisations.

With over 20 years' experience designing and delivering, FMI has helped thousands of managers and leaders to raise their standard of work whilst also ensuring organisations achieve a healthy return on investment. We have worked across many sectors including construction, infrastructure, resources, energy, community, health, consumer products and services, government and public services, financial services, technology, media and communications, transport and logistics. We work with people across a range of levels of experience and seniority including:

- Managers and leaders
- Frontline managers
- Team leaders and supervisors
- New managers
- New supervisors and team leaders
- Teams and team members

ENQUIRIES AND BOOKINGS

For more information please contact our friendly team and we will be happy to discuss with you.

Phone: +61 2 9660 0199

Email: fmi@fmi-au.com



Presentation Skills Short Course

Frontline Management Institute | Sydney, Australia

www.frontlinemanagementinstitute.com.au

Email: fmi@fmi-au.com | Phone: +61 2 9660 0199