

Business Presentations—Planning

All staff who need to speak in public will benefit from this course – it will help them acquire the know-how, skills and confidence to gain and retain an audience’s attention so that they communicate professionally in front of a group of people.

WORLD CLASS TRAINING

Inspire confidence through competence, ensuring that you can gain and retain an audience’s attention.

Business presentations are based on the ability to quickly organise thoughts and ideas, and then being able to convey them meaningfully to your audience to modify their attitudes or behaviour.

This course is designed to improve your skills and teach you some new techniques which will give you an edge when you are making a presentation, fielding difficult questions or presenting complex information.

LEARNING OUTCOMES

On this one-day course you will cover the following competencies from Certificate IV in Business Sales BSB40607* or Certificate IV in Frontline Management BSB40807*.

In this course you will build presentation skills and know-how.

- Be able to think under pressure and assemble information quickly and logically for maximum impact.
- Be able to read and control an audience to deliver a clear and convincing message.
- Be able to identify the causes of nervousness and control it.
- Understand how to use key sentences and themes to help listeners understand you.
- Understand how to prepare and plan the logistics of presenting.

WHO WILL BENEFIT

This course is designed for frontline managers and sales professionals. While no prior knowledge or skills in presenting is required basic English literacy is expected.

It is an excellent course for anyone whose work involves addressing meetings or making presentations to groups. The training is equally suitable for experienced and inexperienced speakers, and the techniques taught cater for both formal and informal occasions, and for both small and large audiences.

* Ron Pollak Training delivers training under the auspices of Enrich Training (31433)
© When completed as a component of Certificate IV in Business Sales BSB40607* or Certificate IV in Frontline Management BSB40807* this course covers with face-to-face and experiential learning the required nominal level of hours.

MAKE A PRESENTATION BSBCMM401A

Topics on this course include:

- Types of communications
- Speaking characteristics and presentation skills
- First impressions
- Planning the presentation
- Ensuring accuracy of the presented information for ethically and legally
- Your audience
- How to deliver a winning presentation
- Audience styles
- Disclosing
- Thinking positive
- Body language
- Sticky situations
- Why talk?
- Oral presentations- advantages
- Organisation and practice
- Presentation preparation and checklist
- Add punch to your presentation
- Benefits to the buyer
- Addressing resistance and objections
- Subscribing to the best possible standards
- Reflecting confidence
- Believing in your presentation
- Quality assurance in presentations

WORK-BASED PROJECT

Depending on the role of the participant or the qualification sought, an appropriate work-based project will be provided so that the lessons covered are closely related to the work of the course participant.