

Business Presentations

2 Days

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

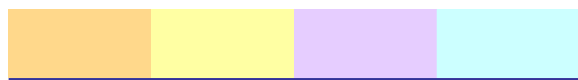
- Be able to think under pressure and assemble information quickly and logically for maximum impact.
- Be able to read and control an audience to deliver a clear and convincing message.
- Be able to identify the causes of nervousness and control it.
- Understand how to use key sentences and themes to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

WHO WILL BENEFIT

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.

<i>Business Presentations</i>	1	2	3	4	5
Communication Skills					
Body Language					
Use of Voice					
Presentation Preparation					
Clarity					
Audience Involvement					
Obtaining Audience Buy-In					
Using Memory Joggers					
Presentation Closing					
Presentation Opening					
Volume, Tone and Speed of Delivery					
Handling Questions					

- 1 Little or no experience
- 2 Some background knowledge only
- 3 Able but takes some thought and thus is not used often
- 4 Able but could refresh knowledge and skills
- 5 Mastered and could teach others



CONTACT

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TOPICS

- Communication.
- Speaking Characteristics.
- Clichés.
- Trust.
- First Impressions.
- Disclosing.
- Thinking Positive.
- Making the Most of Meetings.
- Presenting at Meetings.
- Body Language.
- Sticky Situations.
- Why Talk?
- Advantages of an Oral Presentation.
- Planning your Presentation.
- Organisation.
- Practice.
- Overcoming Nervousness.
- Start Writing!
- Limit Your Information.
- Audience Profile.
- Presentation Preparation.
- Presentation Checklist.
- Presentation Evaluation.
- Your Speaking Voice.
- Vocal Variety.
- Add Punch to Your Presentation.

“I never thought I would have the confidence to stand up and present to a group of strangers. The course not only taught me all about the different techniques used when you make a presentation, it also cured my fear of speaking to a group.”
 - CC, SRK Group.

Registration Form

Course	Business Presentations
Delegate	Name:
	Phone/Mobile:
	Email:
Manager	Name:
	Phone/Mobile:
	Email:
Company	Company Name:
	Address:
	State/Post Code:
	Authorising Exec Name:
	Signature:
	Phone/Mobile:

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