

Presentation Skills - Fundamentals of Presenting

Course Overview

FOR: People who have very little presenting experience and want to increase their confidence in presenting at meetings or to clients/customers.

COURSE OBJECTIVES:

This course covers the fundamentals of presentations. You will be provided with a format to plan and deliver presentations which are professional. The training style is relaxed and supportive. Feedback will be given on any areas that need improvement. On completion of the course each participant is given their personal DVD to take away with them.

CONTENT:

Planning and Preparation – define the purpose; who is the audience, what do you want to achieve, what format will you use?

Organising the Information – how to organise your key points and the flow of information in such a way that they hold audience interest.

Introduction and Closing – how to plan an introduction and closing which is strong, focused and directed towards achieving your objectives.

Manage Anxiety – learn how deal with nervousness.

Visual Aids – what to use and how to use them for maximum impact.

Personal Presence – understand the 7 components of ‘visual impact’ and eliminate the distractions.

Vocal Impact – it’s not what you say, but how you say it; how to increase the ‘believability factor’ by sounding professional.

Course is 1 day – start 9am, finish 4.30pm

Fee: \$695+GST per person

Course dates for Auckland:

14 April, 21 July, 19 October 2010

- **This course is limited to 6 participants. Early registration is vital.**

We can present this course in-house for you and tailor the content to meet your learning & development objectives. We also provide one-on-one coaching for presentation skills.

PRELIMINARY BOOKING FORM

Print this form, complete it and authorise where indicated. Please write clearly.

Then return to us by fax to: (+64 9) 360 2180 or email to admin@innovativetraining.co.nz

Name of Attendee: _____ Position: _____

Phone Number: _____ Email: _____

Company/Organisation: _____

Postal Address: _____

Please tick which course you would like to attend or your staff member to attend:

- | | |
|---|---|
| <input type="checkbox"/> Developing the Leader in You | <input type="checkbox"/> Handling Stress and Coping with Pressure |
| <input type="checkbox"/> Time Management for Managers | <input type="checkbox"/> Dealing with Difficult People and Situations |
| <input type="checkbox"/> Business Writing | <input type="checkbox"/> The Exceptional Secretary |
| <input type="checkbox"/> Presentation Skills - Fundamentals of Presenting | <input type="checkbox"/> The Indispensable Personal Assistant |
| <input type="checkbox"/> Presentation Skills - Dynamic Presentations | <input type="checkbox"/> Excellent Frontline Customer Service |

Course Date: _____ Course Fee: _____

Which parts of the course are of particular interest? (Refer to course Outline)

This is a Preliminary Booking form which does not guarantee a position on the course. On receiving this form, we will let you know if there are still positions available. Then we will send an invoice and course location details, start time, finish time etc.

Cancellations, Refunds, Transfers

Please read the following statement before authorising this booking;

"I have read the course outline and accept responsibility for the relevance of the content. I understand that no refund will be made for cancellations received within 10 working days of course date and that notice to cancel is to be given in writing. I understand that if the person booked cannot attend, another staff member can take their place, and that, in the event that the course does not run, a full refund applies."

Authorising signature: _____ Name & Title: _____

Contact phone: _____ Email: _____