

PRESENTING WITH CONFIDENCE

A HANDS-ON, PRACTICAL WORKSHOP WITH AN EXPERIENCED FACILITATOR. 31 MAY 2010



VENUE
Seasons Botanic Gardens
348 St Kilda Road, Melbourne

**VERY LIMITED NUMBERS:
12 PARTICIPANTS ONLY**



PUBLIC SECTOR MANAGERS ARE REGULARLY REQUIRED TO PRESENT AND COMMUNICATE EFFECTIVELY WITH A WIDE RANGE OF STAKEHOLDERS – INCLUDING BOARDS, COUNCILLORS, EXECUTIVE GROUPS, COLLEAGUES, AGENCY STAFF, SERVICE USERS AND COMMUNITY MEMBERS.

Presenting in front of a group of professionals can at times be daunting for even experienced presenters. This workshop is designed to increase participants' confidence in delivering effective presentations.

Having sound content knowledge and passion for the ideas is a good start to any presentation. What typifies effective, professional presentations however is a polished approach to both content and delivery.

Outstanding presentations are well crafted and well delivered. They make use of simple structures and techniques to engage the audience. These are skills that can be learned and mastered.

This workshop will assist participants to identify their individual strengths and some key areas for development using a skill based approach.

AIM OF THE WORKSHOP

As a result of attending this course, participants will be able to deliver speeches or presentations in a persuasive, confident and professional manner, engaging their audience and clearly communicating their key message.

The workshop will assist participants in being able to:

1. Analyse an audience
2. Develop a key message
3. Implement a structure for professional presentations
4. Apply persuasive techniques
5. Handle nerves
6. Rehearse for high impact

This course includes practical application of tools and techniques covered during the course of the workshop. Participants will be supported to develop and deliver a brief presentation which will be video recorded.

DATE & TIME

Monday 31 May 2010
9.00 am – 4.30 pm

COST

\$572.00 (including GST of \$52.00) includes materials, lunch and parking

CLOSING DATE FOR REGISTRATIONS

Monday 17 May 2010

ARRIVAL

8.45 am
Arrival - tea & coffee
9.00 am
Welcome & Introduction

WHO SHOULD ATTEND

Senior, middle management and team leaders who have to present technical data, business information, council reports, or attend community consultations.

FACILITATOR GARRY ROACH

SENIOR ASSOCIATE,
CENTRE FOR LEADERSHIP AND MANAGEMENT

Garry has been providing training and consultancy within the health and community services sector since 1993. He has worked with large government departments, tertiary education providers and the community sector. Garry has been involved in strategic planning and managing stakeholder relationships at senior levels of government and in developing partnerships between sectors. He is an accomplished public speaker and facilitator with significant experience in presenting at all levels of the public sector.

WORKSHOP PRE-REQUISITE

Prior to attending the workshop; participants are requested to have identified a work-related topic, potential audience and relevant information that can be developed into a 5-minute presentation during the course of the day.



SESSION 1

PRESENTATION PURPOSE AND AUDIENCE ANALYSIS

- Identifying the purpose of your presentation
- Developing a Key Message
- Analysis of your audience

SESSION 2

PRESENTATION STRUCTURE AND CONTENT

- Using structure to effect
- Planning the content
- Developing a first draft

SESSION 3

TOOLS, TECHNIQUES AND TECHNOLOGY - ENGAGING THE AUDIENCE

- Using language - visual and auditory 'hooks'
- Avoiding 'death by PowerPoint' – using PowerPoint effectively
- Technology and 'live' demonstrations

LUNCH

12.30 pm
Lunch Break

SESSION 4

PERFORMANCE STYLE AND TECHNIQUES

- Perceptions and first impressions
- Non-verbal communications
- Posture, stance and breathing
- Using your voice - pitch, pace, diction and voice variation

SESSION 5

REHEARSAL, PREPARATION AND OTHER ORDINARY ANXIETIES

- Rehearsal techniques and benefits
- Managing stress, anxiety, discomfort
- Taking questions and managing tension

SESSION 6

PRACTICE AND FEEDBACK

- Delivering presentations on video and feedback

CONCLUSION

4.30 pm
Conclusion of Workshop