



Effective Presentation Skills Training Course Outline

Effective Presentation Skills Training Course Introduction

Good information, great ideas or the best proposal only gets you half way. To be a successful professional you need to be able to capture an audience and take them on your journey using effective presentations.

Positioning yourself and your ideas in a consistently positive and professional manner enables you to make a professional impression — the first time and every time. Raw information is logical but being logical does not capture anyone's attention for too long. Persuasive presentations start with raw information, opinions are added, coloured with imagery, and given personality. The more of the mind you tickle, the more retention and motivation you reap.

This **Effective Presentation Skills** Training Program will teach you how to prepare quickly, learn and practice the best method for delivering your message, and maintain audience interest at all times.

Foreword

This **Effective Presentations Skills Training Course** empowers people with skills and techniques that will enable them to deliver powerful presentations more confidently.

Course length

- 2-days

Who should attend?

This **Presentation Skills Training course** is suitable for employees at any level that want to develop their confidence and improve their presentation skills.

Learning Outcomes

- Create the program
- Choose delivery method
- Communicate verbally
- Communicate non-verbally
- Overcome nervousness
- Present to the audience needs
- Understand adult audiences
- Create fantastic flip charts
- Create compelling PowerPoints
- WOW your audience
- Use different tools
- Pump it up a notch

Presentation Skills Training Course - Lesson 1 **Creating the Program**

- Performing a Needs Analysis
- Writing the Basic Outline
- Researching, Writing and Editing

Presentation Skills Training Course - Lesson 2 **Choosing your Delivery Methods**

- Basic Methods
- Advanced Methods
- Basic Criteria to Consider

Presentation Skills Training Course - Lesson 3 **Verbal Communication Skills**

- Listening and Hearing: They aren't the Same Thing
- Asking Questions
- Communicating with Power

Presentation Skills Training Course - Lesson 4 **Non-Verbal Communication Skills**

- Body Language
- The Signals you Send to Others
- It's not WHAT you say, It's HOW you say it

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<p>Presentation Skills Training Course - Lesson 5 Overcoming Nervousness</p> <ul style="list-style-type: none">• A Word from the Boss• Preparing Mentally• Physical Relaxation Techniques• Appearing Confident in Front of the Crowd	<p>Presentation Skills Training Course - Lesson 6 Creating Fantastic Flip Charts</p> <ul style="list-style-type: none">• Required Tools• The Advantages of Pre-Writing• Using Colours Appropriately• Creating a Plan B
<p>Presentation Skills Training Course - Lesson 7 Creating Compelling PowerPoint Presentations</p> <ul style="list-style-type: none">• Required Tools• Tips and Tricks• Creating a Plan B	<p>Presentation Skills Training Course - Lesson 8 WOW your Audience with the Whiteboard</p> <ul style="list-style-type: none">• Traditional and Electronic Whiteboards• Required Tools• Using Colours Appropriately• Creating a Plan B
<p>Presentation Skills Training Course - Lesson 9 Vibrant Videos and Amazing Audio</p> <ul style="list-style-type: none">• Required Tools• Tips and Tricks• Creating Plan B	<p>Presentation Skills Training Course - Lesson 10 Pumping it up a Notch</p> <ul style="list-style-type: none">• Make them Laugh a Little• Ask them a Question• Encouraging Discussion• Dealing with Questions

Effective Presentations Skills one of the Professional Development Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

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