

Presentation Skills Workshop

Become a Powerful Partner for PowerPoint

Why Trischel is different

- ❖ Each course is small, to encourage nervous speakers
- ❖ The training is designed to encourage you to have fun
- ❖ We provide **two** of our highly experienced trainers to ensure that you get one-on-one coaching if necessary
- ❖ You receive a **FREE** copy of our book *'The Handbook For Quick Business Presentations'*

About Us

❖ Trischel was founded in 2006 by Trish Springsteen and Michele Keighley, both of whom have extensive experience in training in both the Government and Corporate sectors.

Trischel is now recognised as Brisbane's experts in communication training, a reputation that is now becoming Australia wide.



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Along with computer literacy, professional presentation skills are becoming a new survival skill in the workplace. " - Ethel M. Cook

It appears then, if you wish to survive in today's workplace, improving your professional presentation skills is going to be vital to your chances.

This interactive and innovative training includes group interaction, practical activities, a wide range of information designed to enhance your professional skills, performance feedback and reinforcement of learning.

The one day intensive workshop is designed to deliver skills which are immediately applicable in your professional and business life.

Key Learning Outcomes

- Identify the specifics of personal and profession communication styles
- Learn how to structure your presentation to achieve the desired goal
- Understand the principles underlying your choice of visual aid.
- Learn how to use PowerPoint to support and enhance your presentation
- Practice the skills to enable you to deliver with confidence and style

Who Should Attend

This course is designed for busy professionals who need to give business related presentations in the course of their work. It is valuable for anyone who needs to design and deliver their own presentations to ensure that your message is conveyed in the most effective way.

*"I really liked the interactive format and the productive feedback from the presenters." - **Alex Grugel**, Lead Analyst*

*"I now have lots to take-away. With helpful messages, varied activities and sessions - it has made for a very interesting day" - **Maureen Wicks**, General Manager, dmw creative*

2011 – One Day Intensive Course Outline

Your outcomes

- What are you looking to achieve from this course?
- What skills do you already have?
- What problems can we solve for you?
- Understanding the basics of business communication.
- Using Trischel's Two Principles© to engage and persuade.

Discovering what your audience wants

- Defining the aim
- Analysing the listener
- Organising for success with this audience
- Creating a railway journey to maintain focus
- Using the principles of VAK for information retention.

Optional Visual Aids

- The purpose and effect of visual messages
- Why is having options so important
- Don't be Flippant about Flip Charts
- The amazing variety of Boards around and when to use them
- The surprising return to favour of the OHP, and how to tap into its special abilities
- The importance of creating a back up.

Developing a relationship with PowerPoint

- The Presentation from Hell – and what we can learn from it.
- Planning a memorable presentation
- Learn the basic necessities for an effective PowerPoint presentation
- Understand the value of the special features
- Use Keyboard Shortcuts and Hot-Key techniques for more professional presentations.
- Develop a practical exercise

Using the Attraction of Movement

- Engaging with Body Language
- Effective gestures for visual enhancement
- Dramatic intensity for emotional connection
- Visual confirmation of credibility
- Engaging your audience in a personal connection

Energy and Emotion through Voice

- Key Principles of Speech
- Using an effective speaking voice
- Creating Energy and Excitement
- The Strength of Silence
- Practice for Precision

The Practical Art of Presentation

- Making the presenter the star of the show
- Creating a practical layout
- Using the equipment to effect
- Defining your area of influence
- Building credibility with core principles

Two Problems for Presenters and a Solution

- The equipment
- The people
- Questions and Answers
- The vital question of Back Up

Creating a Practical Presentation

- Putting it together
- Delivering a presentation to achieve an aim
- Effective performance feedback

Reinforcement of Learning

- Group discussions
- Personal coaching
- Interactive presentations
- Practical Exercise.