

## **Dynamic Presentations**

### **One on One (1/2 day), Small or Large Groups (1/2 to 1 day)**

To be a confident and effective presenter in today's workplace is an investment for you and your audience. Tailored workshops provide participants with tools and techniques to either "think on their feet" or to present in a formal situation with clarity and confidence. If you want to make an impact and achieve a better outcome at your next Branch meeting or international conference, this one day practical workshop is relevant to you!

#### **Topics covered would include:**

- managing nerves
- speech structures
  - impromptu speeches/oral briefings
  - formal speeches
- mind maps
- choosing material to connect with your audience
- introduction to adult learning techniques
- the power of persuasion
- use of the voice
- body language and gesture
- appropriate visual aids including PowerPoint
- how to practise effectively
- group feedback

#### **At the end of the workshop participants will be able to:**

- manage nerves and deal with them positively
- develop a logical structure using mind maps
- deliver impromptu presentations or "think on your feet"
- deliver an effective formal speech and field questions
- deliver an oral briefing at a round table effectively
- choose appropriate material for the audience and understand techniques to hold their attention
- demonstrate the power of persuasion
- demonstrate effective use of voice and body language
- present supportive visual aids including PowerPoint
- deliver with confidence and clarity

**The presenter: Sue Willis**

Sue Willis is an adult educator and has worked in the field for over 20 years. Her first workshop was with the Australian Institute of Sport and she has delivered public speaking programs for athletes and coaches. She has also travelled overseas to train Department of Foreign Affairs and Trade staff at posts in Denpasar, Singapore and Jakarta. In 2002 she was appointed to the Australian Public Service Commission's Learning and Development Panel to deliver "Presentation Skills" training. As well as DFAT, clients now include a range of middle managers and graduate trainees including Treasury, the Civil Aviation Safety Authority, the Commonwealth Ombudsman, the Office of National Assessments, the Attorney-General's Department and Geoscience Australia. As a motivational guest speaker and presentation skills facilitator, Sue is very popular with graduates in a range of Departments as well as with sporting and other community groups. Time and effort is always invested in preparing for the delivered programs to provide participants with challenging and relevant material. Evaluations consistently demonstrate how much the participants enjoy the programs and that significant outcomes are achieved.

## TESTIMONIALS

"An excellent course and a fun learning environment."

"Invaluable skills for not only the workplace but also my private life."

"A very worthwhile course."

"These are skills that are extremely valuable in the workplace."

"The impromptu speaking skills were invaluable."

"An excellent course."

<b>9:00am</b>	<b>WELCOME AND OBJECTIVES</b> Initial Presentation of each participant
<b>9.30am</b>	<b>Presentation styles</b> <ul style="list-style-type: none"> <li>▪ Feedback</li> </ul> <b>Handling questions</b> <ul style="list-style-type: none"> <li>▪ The difficult audience member</li> <li>▪ The expert</li> </ul>
<b>10.45am</b>	<i>Morning Tea (15 Minutes)</i>
<b>11.20am</b>	<b>Dealing with nerves positively</b> <ul style="list-style-type: none"> <li>▪ Methods to manage nerves</li> <li>▪ Relaxation techniques</li> </ul>
<b>12.30pm</b>	<i>Lunch (45 minutes)</i>
<b>1:15pm</b>	<b>Know your audience</b> <ul style="list-style-type: none"> <li>▪ Communication process</li> <li>▪ Overcoming the barriers</li> </ul> <b>Thinking-on-your feet techniques – mind maps</b> <ul style="list-style-type: none"> <li>▪ Informal structures</li> <li>▪ Formal structures</li> </ul>
<b>3:00pm</b>	<i>Afternoon Tea (15 Minutes)</i>
<b>3:15pm</b>	<b>Engaging your audience</b> <ul style="list-style-type: none"> <li>▪ The voice</li> <li>▪ The power of the story</li> </ul> <b>Adult learning techniques</b> <ul style="list-style-type: none"> <li>▪ Styles</li> </ul> <b>PowerPoint</b> <ul style="list-style-type: none"> <li>▪ Benefits and pitfalls</li> </ul> <b>Persuasive speaking</b> <ul style="list-style-type: none"> <li>▪ Recipe for persuasive speaking</li> </ul> <b>Video of Participants with feedback</b>
<b>5:00pm</b>	<b>Finish</b>

## Enrolment Form – Dynamic Presentations

ABN 34 073 999 185

Send this form to Acorn: Fax (02) 6162 2077 or e-mail to [bookings@acorntraining.com.au](mailto:bookings@acorntraining.com.au)

We will ring you to organise a time to run the session.

Attendee's name	Email address	Phone Number
1.		
2.		
3.		
4.		
<b>Organisation</b>		
<b>Branch/Division</b>		
<b>Address</b>		
<b>Phone #</b>		
<b>Fax #</b>		

### Payment Details

Single attendee: \$595

Second and subsequent attendee: \$395

For larger groups please call for a quote

#### **1. Credit Card** (Amex, Diners, Visa, MasterCard)

Name \_\_\_\_\_ Card No \_\_\_\_\_

Expiry date \_\_\_\_\_

#### **2. Invoice**

Signed off by \_\_\_\_\_ Name \_\_\_\_\_

Email invoice to: \_\_\_\_\_

Terms: Payment is due on or before the day of the session.