



Introduction to Presenting

Who is it for?

This presentation skills course is for you if you are being asked to give presentations but have never had any presentation training. You may never have presented before or have limited experience. You may get quite nervous about presenting and be concerned about how you look or that your reluctance to speak up is holding you back.

This course is specifically designed to be full of tips, ideas and techniques that will make presenting less daunting - in fact, you may even start to enjoy it!

"I put off post-graduate studies because I had to give seminars. As a result of attending your course I'm back at university."

- IT Manager - Energy Industry

What will you learn?

We pack four major presentation skills topics into this fun and practical day:

1. How to manage your nerves and build your confidence
2. Use our SpeakerMap™ to quickly organise what you want to say
3. Delivery techniques that enable you to engage, influence and impress
4. Create PowerPoint slides that support you and stimulate your audience.

1. How to manage your nerves and build your confidence

Feeling nervous about speaking before a group is a common experience. We'll explore this phenomenon and show you proven, psychology-based strategies for reducing your nervousness. We'll also teach you techniques that make you look as if you're relaxed and confident, even if you're not.

You'll learn:

- Ways to calm yourself before you speak
- How to use your nervousness to make your presentation even better



- How to use your nervousness to make your presentation even better
- Your specific anxiety triggers and how to manage them.

"I got so much out of this course but to choose one thing to pinpoint is the work we did on nervousness. Being able to put it into perspective and realise it's OK to be nervous and how to manage it was invaluable."

- Kellie Nicholson, Test Manager, IAG

2. Use our SpeakerMap™ to quickly and logically organise what you want to say

It can be hard to design a presentation if you've never been shown an effective method. You'll be taught a system that has been tested and proven to produce presentations that are quick and easy to prepare and have you looking like a credible expert.

You'll learn:

- How put together a presentation really quickly
- How to decide what to include and exclude
- How to organise your material so that it's easy for the audience to follow
- How to create material that will hold your audience's interest.

"Great empowering course providing useful and easy to implement tools for my future presentations."

- Andy Clifford, Surveillance Engineer, Damwatch

3. Delivery techniques that engage, influence and impress your audience

Learn the principles of "Conversational Presenting". This technique allows you to be relaxed and natural, and to feel and look as if you're chatting to friends - the ideal presentation style. During the course you'll get to practice presenting to a range of group sizes, depending on the level of challenge you'd like to take on.

And you'll discover:



- A simple mental technique that will instantly stop you from talking too fast
- How to eliminate "ums" and "ahs" - in less than a minute
- The body language tricks that the pros use to look relaxed - that will work for you
- How to get from stiff and distant, to engaging and enthusiastic.

NB: **Relax!** Because this is an introductory presentation skills course, there is no videoing. (If you want to be videoed, try "Complete Presentation Skills")

"I came out feeling more confident because Tony pointed out the strengths that I have and also gave me ideas to use and ways that I could overcome any difficulties."

- David Chadwick, Editor/Project Manager, Learning Media

4. Create PowerPoint slides that support you and stimulate your audience

If you've sat through "death-by-bullet-point" you may wonder if it's possible to use PowerPoint in a way that enhances your presentation? The answer is definitely "Yes".

There's more to learn about PowerPoint than selecting the right sized fonts and colours. In this section you'll discover how to create slides so that you and your presentation stand out.

Find out:

- The three reasons why it's better to avoid bullet-based slides
- A simple technique that will get you thinking visually
- The slide design formula you can use to powerful slides quickly
- How to make-over boring bullets using gripping graphics
- How to integrate video seamlessly into your slideshow.

Comprehensive Workbook

You'll receive a copy of our 60-page Presentation Skills Workbook "How to design and deliver a presentation with confidence". The workbook is a record of everything we cover on the course (and more) and is a valuable reference tool for the future.



effective speaking
CREATING SUCCESSFUL PRESENTERS

And after the course you get...

Advice whenever you need it

Having attended one of our courses, you can ring or e-mail us at any time afterwards for presentation-related advice, whether it's ideas for a new presentation you're developing, a review of PowerPoint slides or a confidence boost. This is an ongoing free service.

Email Reminder Programme

Weekly reminders of the material that we covered on the course and ideas on how to practice and integrate the skills. The learning lives on, long after you've left the course room.

Further training opportunities

We run regular Presentation Coaching Clinics for previous course participants. The Clinics provide speaking opportunities, coaching and other presentation-related exercises and activities. You can use the Clinics to refresh, practice and fine-tune the skills you learn when working with us. The Coaching Clinics take place quarterly in central Wellington. The Presentation Coaching Clinic is for Effective Speaking clients only and is not a public course. After attending "Introduction to Presenting" you can attend as often as you wish at no cost.

Course Fee

The cost of the course is \$395 +GST per person. Earlybird reductions are available. Lunch is provided.

"As a direct result of your workshops my team have a new found confidence and their recent presentations have been more professionally structured. The workshops were practical, enjoyable and effective."

- Gordon Shaw, past Head of Debt Management, ACC

Dates and Location

Check our website for dates and available places. You can register on-line at:

<http://www.effectivespeaking.co.nz/introduction-to-presenting.php>

The courses take place from 9 am to 5 pm at The Terrace Conference Centre, 114 The Terrace, Wellington and Cliftons, 45 Queen Street, Auckland



Why choose Effective Speaking?

A unique philosophy

We believe everyone can present — but the pressure of the public speaking changes our natural ability to communicate. Our training doesn't try to change your personality or style – it works on removing the barriers that you unconsciously erect.

We only teach presentation skills – so you're getting up-to-date expertise from specialist trainers. Our knowledge is deep – whether it's overcoming performance anxiety to how to prepare a video to play in PowerPoint – we have the answers.

You get two trainers — which means more individual attention during the course and you get to see different presentation styles and perspectives.

We go beyond conventional advice — find out:

- why you need to go beyond eye contact
- why you shouldn't have a title slide
- that if you're told you talk too fast, you probably don't
- why slides with bullet point (no matter how few) sabotage your message and your credibility
- why trying not to look nervous only makes you more nervous.

Delighted participants

- "This was the best, most practical speaking course I have attended..."
- "The trainers could really identify people's specific needs..."
- "Course was better than I could have dreamed..."
- "The course has really given me confidence..."
- "I felt completely engaged..."

Commitment to your success

- telephone call before the course to discuss your needs and goals
- free regular follow-up seminars
- free telephone advice after the course
- free ongoing PowerPoint advice and resources
- presentation training updates by email.