

1 DAY

# PRESENTATION SKILLS

**ODYSSEY**  
TRAINING™

An SGS Company



BUSINESS SKILLS COURSE

## LEARNING OUTCOMES

- Prepare for your presentation by understanding your purpose and objectives.
- Use three easy steps to structure your presentation.
- Distinguish and understand the different audience styles you may encounter.
- Create effective speaker notes and visual aids.
- Understand how you can use your voice and body to enhance your presentation.
- Think quicker on your feet during question time.

## CORE COMPETENCIES

- Composure
- Interpersonal Savvy
- Presentation Skills

## COURSE OVERVIEW

The ability to give an interesting, informative and persuasive presentation is a skill critical for many of us needing to make others think and be inspired to take action. Whether you're presenting in a formal or informal situation, this course will not only help you plan and present with confidence, but also provide you with the insight to evaluate your effectiveness to continually improve the delivery of your message.

## TOPICS COVERED IN THIS COURSE

### What makes a great presenter

Five elements to consider to make you a great presenter.

### Steps in preparing a presentation

Being clear on the purpose and the specific objectives of your presentation.

### Structuring your presentation

The three phases of a well organised presentation.

### Understanding your audience

The more you know about your audience and their needs, the better you can meet them.

### Supporting materials and visual aids

Understand how to effectively use speaking notes and visual aids.

### PowerPoint do's and don'ts

Tips to maximise effectiveness of your presentations.

### Delivering your presentation vocally

The importance of remembering your strengths and positive thinking.

### Body language

Understanding the relationship between facial expressions, walking patterns, gestures and eye contact when presenting.

### Handling the question and answer period

Encouraging audience participation.

### The value of evaluation

If you ignore feedback, improvement will never happen.

Practical, relevant training developed for the Australian workplace.

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