

# PRESENTATION SKILLS

2 DAY PROGRAM



## OVERVIEW

Presentation skills are required in almost every field whether it be giving updates at team or department meetings, reporting to leadership or presenting proposals to clients. Many studies have found that public speaking is the number one fear amongst most people, outranking flying, snakes, and even death. Ironically, it is also one of the skills that can have a significant effect on a person's career development.

This workshop creates a safe environment where participants can learn how to make speaking in public more successful and comfortable. Participants learn how to create information so they can clearly and effectively express their key messages. They learn how to use visual aids, manage nerves and respond to audience questions.

## TO BOOK THIS PROGRAM OR DESIGN YOUR OWN...



Phone  
**1300 709 925**



Email  
**bookings@wrenlearning.com.au**



Website  
**visit [www.wrenlearning.com.au](http://www.wrenlearning.com.au)  
for other programs**



## OBJECTIVES

- Identify audience profiles and needs
- Structure and prepare material to present
- Select the most appropriate presentation delivery method
- Practice verbal and non-verbal communication skills
- Understand and experience the amount of rehearsal required to present well
- Learn ways to manage nerves
- Confidently work with visual aids such as flip charts, PowerPoint and whiteboard
- Respond to audience comments and questions

