

PRESENTATION SKILLS

OVERVIEW

Every manager at some time or other needs to make a presentation to a group of people: the Board of Directors, fellow managers, staff, professional society, community group, or numerous others.

If we are to present in a way that leaves the group knowing and understanding what our message was, and feeling confidently impressed by the way in which we delivered it, we need to look critically at our presentation skills. This will include all the means of delivery available to us; visual and audio aids as well as our spoken presentation.

While not every person can aspire to becoming a John F. Kennedy or Winston Churchill, everyone can improve their skills at presenting messages to groups. This program is designed to help every participant achieve just that.

Participant numbers are limited to 15 in order to maximise opportunities for personal attention.

AIM

The aim of the Presentation Skills program is to improve participants' skills in making public presentations through the better use of reading and speaking techniques, the appropriate use of supporting aids, and the more effective preparation and use of those aids.

LEARNING OUTCOMES

At the end of the program participants will:

1. Know how to select, research, structure, and prepare a speech, discussion or presentation.
2. Understand the various techniques of presentations.
3. Understand the characteristics of effective speech and have practised the use of these in personal presentations.
4. Understand the principles of effective listening.

5. Know when and how to use supporting visual and audio aids and how to prepare such aids effectively.
6. Be able to understand or respond to audience feedback.
7. Understand the role of personal image in effective presentation.
8. Be confident in applying this new knowledge in actual presentations.

PROGRAM CONTENT

The program is structured around the following key elements:

- a. Understanding the theory and principles behind effective presentations.
- b. Preparation of practical presentation pieces for use within the workshop.
- c. Actual presentation within the workshop and within syndicate groups.
- d. Design and use of various aids including computer slideshows, overhead transparencies, 35mm slides, videos and movies.
- e. Choosing presentation styles to suit the context and audience.

Every effort is made to tailor the precise program content to reflect the major needs and interests of individual participants and their organisations.

As indicated above, the program uses a blend of classroom sessions, interactive group work and experiential learning activities. In the break between the two one-day sessions, participants are asked to undertake assignment work designed to maximise the value of their participation in the program. The assignment work becomes the focus for much of the ground covered in Day Two.

EVALUATION:

Participants themselves are always invited to provide their responses to the program which provides an indication of participant "comfort level".

However, over time the only real determinant of program success is the extent to which the program may be seen to have impacted upon participant performance. Our approach is to provide the participant, or a nominated manager or supervisor, with an evaluation instrument for completion several weeks after conclusion of the program. This is essentially an in-house tool for use by the client.

However, we encourage organisations to return a copy of the completed instrument for our use in the future review, development and general improvement of the program.

DURATION

The program is usually conducted over two full days' duration. The two days of the program are separated to enable assignment work to be undertaken (see above).

Successful variations have been conducted to meet particular needs, however, including a series of two hour evening programs.