

# Presentation Skills - 3 days.



## Outcomes.

The program gives participants:

- Pragmatic tools to augment current presentation planning skills, analyse an audience, create key messages and present confidently to small or large audiences
- The ability to tailor the structure, content and delivery of presentations in the most persuasive manner for each audience, environment and presentation objective
- An appreciation of the value of rehearsal including techniques to effectively rehearse before a high-stakes presentation.

## Duration.

3 consecutive days for 6-8 participants

## Who should attend.

Anyone who needs to confidently persuade audiences ranging from small management teams, boards of directors, sales forces, direct reports, employees, customers, prospects, suppliers and government.

## How to register.

To make a booking simply go to [www.rogenSi.com](http://www.rogenSi.com) and click on the Business Learning Centre tab, then choose your program and location.

## For more information.

Call: 1800 797 447  
Email: [blc.australia@rogenSi.com](mailto:blc.australia@rogenSi.com)  
[www.rogenSi.com](http://www.rogenSi.com)

## Overview.

rogenSi's 3 day Presentation Skills program aims to provide you with the knowledge and practical experience to confidently and effectively communicate to an audience in a face-to-face situation. The 3 day program combines data, exercises and practise to give each participant an understanding of why certain presentations and techniques work better than others and knowledge of how to present persuasively to achieve predetermined goals.

Throughout the program, participants continually practise the skills they learn, and receive unbiased, open feedback from the facilitator and other participants.

## Challenges addressed in this Program.

- Presenting reports to management boards and teams.
- Presenting credentials to prospective clients/new product launches.
- Presenting recommendations to internal and external committees.
- Motivating sales forces.
- Presenting changes to employees.

## Key components of this Program.

- Presentations – During each day of the program, you'll make several presentations. Your facilitator and other participants critique each presentation, which gives you an indication of your strengths and weaknesses. All presentations are videotaped, which allows you to measure your improvement day-by-day.
- Communication definitions and components – You'll learn key components of communication, which will give you a new perspective on getting your message across to an audience.
- Structure – You'll learn how to use rogenSi's unique organisational flow charts, which show you how to organise your ideas for presentations in a timesaving, informative, persuasive manner. The charts let busy people map-out a presentation in minutes, while ensuring it has a strong objective and is convincing.
- Audience and listener analysis – By studying different styles of people and their personalities, you'll learn how to determine the type of audience you're addressing. With this knowledge, you can more effectively tailor your message to an audience.
- Planning a tailored presentation – You'll learn the difference between "features" and "benefits" of products or services, and how you can develop a tailoring strategy that ensures a persuasive, convincing presentation.
- Gestures and Movement – We'll discuss the importance of movement, gestures and body language, and the different moods these techniques can help to create. This helps increase your confidence to the level that you can effectively present in groups in a comfortable, dynamic, natural fashion.
- Visual Aids – Visual aids make a presentation informative and persuasive. You'll learn how to integrate visual aids with your presentation to assist with the communication of key ideas, and how to avoid common pitfalls.
- Handling rough times – Sometimes an audience can be hostile. You'll learn how to prepare for and handle such a situation in order to feel more comfortable when dealing with unfriendly audiences.
- Communication exercises – Each day, you'll practice eye contact exercises, effective movement and gestures, and voice modulation. This leads to enhanced awareness of your physical actions and increases the comfort and confidence level when standing before an audience.