



effective speaking
CREATING SUCCESSFUL PRESENTERS

Take the Pain out of Presenting

A one-day course that makes preparing and delivering presentations quick and easy



What happens on the course?

We ask you to come to the course with a presentation topic and audience in mind.

During the day, you'll apply the ideas and principles you learn to the presentation you're imagining.

Practical but Safe

You'll get to try out the things you learn with other course members – and they'll try out their ideas on you.

You will **not** be asked to deliver a presentation in front of the whole group or be put on the spot.

Many people struggle to quickly design and confidently deliver presentations that engage and influence their audiences. Often presenters follow the example of others who create slides and, more or less, read them to their audience.

“Boring – too complicated – death by bullet-point” are all too common criticisms expressed by audiences.

During this one-day course you'll learn skills and tools that will help you come across as credible and confident, and get your message across every time you present.

You'll learn:

- The Effective Speaking SpeakerMap™ – an easy, step-by-step process that enables you to plan your presentation in less time than you thought possible
- How to come across as an expert without overloading your audience with information they don't want or need
- How to stop using bullet-points as talking points, and instead use PowerPoint as an engaging visual element that helps support your message
- How to easily overcome the problems of speaking too fast, um-ing and ah-ing, and losing your place
- A proven psychological method to dissolve the anxiety that so often accompanies presenting
- Three delivery tricks that will help you come across as credible and confident.

"I was very impressed with the structure of the course and I'd highly recommend it to anyone who wants to improve their presentation skills, whether they are worried about a small meeting or a large conference presentation."

- Stephen Penny, Manager Health Sector, Norman, Disney and Young

"The topics covered were excellent and your enthusiasm was great. I also loved the practical ways of learning. You did a fantastic job and I am looking forward to my next presentation."

- Andrew Ramsay, Manager Service Delivery (IS), Fonterra

"I wish I had attended this 20 years ago."

- Marianne Aitken, Quality Systems Manager, Marlborough District Council