

# Effective Speaking

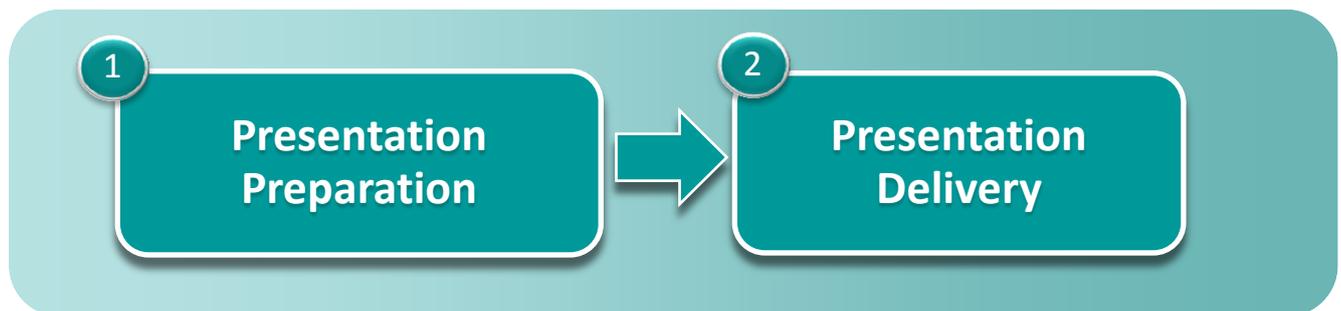
We make presenting easy



## Complete Presentation Skills

Discover the secrets, skills and tools that successful presenters use to communicate with confidence and ease.

Complete Presentation Skills can be either one or two days (depending on whether day-1 is delivered remotely):



**Day-1** gives you the frameworks, tools and strategies of presentation preparation. (This material can be delivered remotely in a self-paced package.)

**Day-2** dives deeply into your individual strengths and weaknesses and takes your skills to the next level. This can be run straight after day-1 or sometime later.

Here are the outcomes you can expect from the programme:

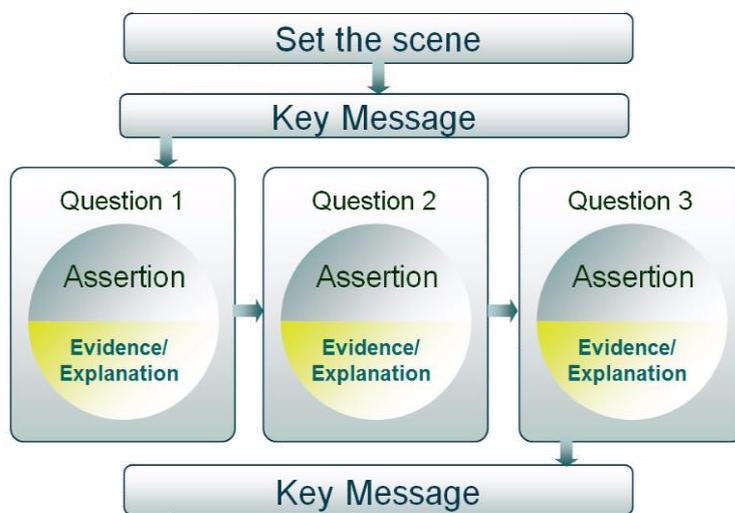
- Spend way less time preparing presentations
- Feel more confident and enthusiastic about presenting
- Be recognised as a credible expert
- Get your message across every time
- Enjoy greater engagement and influence.

## 1

# Presentation Preparation

## 1. Plan an Effective Presentation in Half the Time

A challenge facing most presenters is how to distil their wide-ranging knowledge into focused presentation content. Audiences become bored, confused and overloaded if the presentation is too detailed, too wide-ranging and lacking in immediate relevance.



By using the Effective Speaking SpeakerMap™ you'll quickly identify the key message of your presentation and then structure your material in a way that will keep your audience attentive and engaged.

You'll learn:

- ✓ an easy step-by-step design process that even experienced presenters find a revelation
- ✓ how to stop spinning your wheels and get your presentation planned in less time than you thought possible
- ✓ how to come across as an expert without overloading your audience with detail
- ✓ the secrets to maintaining audience interest that anyone can master.

## 2. Use PowerPoint to Enhance your Presentation

Many presenters sabotage their success by creating data-heavy or text-based slides that they read from the screen. This creates the impression that, deep down, they don't really know what they're talking about. It also destroys two critical elements of effective presentation – mystery and surprise.

Presenters who use simple, visual-not-verbal slides, stand out because they demonstrate their ability to simplify and effectively communicate complex concepts and ideas.

Find out:

- ✓ why the traditional way of using PowerPoint is the worst possible way of conveying information
- ✓ how the poor use of PowerPoint is probably undermining your expertise and credibility
- ✓ how to stop designing slides that you have to read to your audience
- ✓ an elegant format that will have you creating stimulating slides in minutes
- ✓ how to (secretly) use PowerPoint as your notes without covering your slides with words.



### 3. Strategies for Creating Confidence

Presenting in a credible manner requires you to manage the sabotaging emotions that so often accompany public speaking. These emotions lead to behaviours that can sabotage the impression of expertise such as:

- not really connecting with the audience
- waffling and stumbling
- talking too fast
- forgetting what you want to say
- shaky hands or voice, and
- speaking in a pompous or artificial manner.

In this session we use proven principles from Cognitive Behavioural Therapy to help you:

- ✓ identify the specific, root causes of any nervousness you may feel
- ✓ reduce the unhelpful pressure you put on yourself
- ✓ discover practical strategies to reduce nervousness and its effects
- ✓ authentically enjoy every opportunity you have to speak.

# Presentation Delivery

## 4. Rehearsal and Memory Tricks to feel totally Prepared

Having designed your Content and PowerPoint, it's time to start getting familiar with how you're going to use them. Many presenters skip this step – they turn up for the presentation, fire up their PowerPoint presentation and start reading.

The result? Death by bullet-point.

In this session we get you rehearsing your material – you'll get feedback from others on what works and what doesn't. We'll show you memory tricks that will help you keep on track so that your presentation flows smoothly.



The benefits? Your presentation will run like a well-oiled machine. You'll look completely in charge of your material and your audience will be able to focus on what you're saying – rather than being worried about whether or not you really know what you're talking about.

## 5. Shift your Delivery from Competent... to Compelling



Many people lose their natural ability to communicate when they stand in front of a group. They become stiff and unnatural or get panicky and speak too fast. This sabotages their connection with the audience and their ability to influence.

When the best presenters speak, they are able to make each person in the audience feel noticed and important. They do more than present - they connect.

You'll receive in-depth coaching to transform your delivery skills by working on the specific areas that you, as an individual, will most benefit from improving. So you not only learn **what** you need to improve and why – you'll also be taught **how** to improve and will get the opportunity to try out the techniques straightaway.

Having watched a short video-replay of your presentation, you and your trainer/coach will agree on one or two aspects to work on – the areas that will make the most difference to how you'll come across next time you're presenting.

Our “masterclass” coaching methodology will reconnect you to the techniques that you normally unconsciously use in everyday conversation to engage and influence the people you speak to. You'll become relaxed and in control of what

you say and how you say it. Your coaching session is also videoed so you can review it later.

We'll focus on your individual needs and also cover the following areas:

- ✓ how to incorporate the power of silence – naturally
- ✓ how to pace your presentation to the needs of your audience
- ✓ how to stop being a “click-talk” presenter
- ✓ how to work with your notes and the remote
- ✓ how to add emphasis - without sounding artificial
- ✓ how to speak in an engaging, dynamic way
- ✓ how to naturally pace your presentation and stop rushing
- ✓ creating a sense of enthusiasm and commitment to your topic
- ✓ create and change contrast and mood as you speak
- ✓ engaging your audience at an emotional, as well as logical, level
- ✓ how to look confident – even if you're not
- ✓ how to eliminate “ums and “ahs.”

You'll also observe the other course participants being coached in implementing these techniques. That means you'll get a sense of the impact of the techniques from the audience's perspective.

## 6. How to Handle Audience Curve-balls like a Pro



Perhaps the greatest challenge you face as a presenter is the fact that your presentation is a live event in front of an audience. Despite the best planning and rehearsal, the uncertainty of the audience's reaction can be an underlying source of nervousness.

In this module we look at what audience members might do, and you'll develop and practice psychological and practical strategies to handle this.

You'll discover:

- ✓ the fail-proof strategy for handling people who chat to each other
- ✓ how to handle distractions without turning a hair
- ✓ how to deal politely with people who interrupt you constantly
- ✓ how to handle an angry audience member without losing your cool.

You'll choose a potential situation that you'd like to handle better. Through our coaching you'll develop and practice strategies for successfully dealing with it. At the end of the session, you'll feel significantly more able to calmly handle any uncertainties you may encounter.

**Complete Presentation Skills** is available as an in-house programme anywhere in New Zealand (and other countries by negotiation.)

For more information contact:



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