

Practical Presentations

How to make memorable presentations

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Course Overview

We all have to make presentations in our lives in one form or another. They may be simple and straightforward or long and complex. Whichever the case, the two fundamental objectives in making business presentations are that our audience both remembers and understands what we present.

Practical Presentations is an active and practical program that develops vital competencies in this essential corporate skill.

By participating in two experiments participants will discover precisely which elements the audience remembers and understands. Having discovered these elements participants then progressively build them into their presentations.

The emphasis in this course is on how to structure a presentation, not on how to make attractive visual aids. Visual aids are however, given some attention in the form of "Uses of Visual Aids".

Recommended For

Managers, team leaders, project managers, or anyone whose job includes making presentations at work whether they be formal or informal.

Benefits

For the organisation

- Staff who make clear, memorable presentations thereby enhancing corporate communication; and
- Staff who engage their audiences with confidence.

For individuals

- Confidence in ones ability to make memorable presentations;
- A proven system of how to prepare and deliver presentations; and
- The ability to critique oneself and then improve.

Learning Outcomes

By the end of the program participants will have:	
<ul style="list-style-type: none"> • Discovered what people remember and understand; 	<ul style="list-style-type: none"> • Received feedback from different groups about these presentations;
<ul style="list-style-type: none"> • Related the above discovery to a structure for making memorable and understandable presentations; 	<ul style="list-style-type: none"> • Observed and analysed themselves on video;

<ul style="list-style-type: none"> Implemented a structure for designing and preparing questions; 	<ul style="list-style-type: none"> Understood the different functions of visual aids and used them accordingly;
<ul style="list-style-type: none"> Used specific techniques for fine-tuning presentations; 	<ul style="list-style-type: none"> Made specific plans at each stage of the programme to improve their presentations; and
<ul style="list-style-type: none"> Prepared and delivered three presentations; 	<ul style="list-style-type: none"> Prepared, delivered and analysed a presentation that needs to be done back at work.

Training Methodology

This is a highly interactive and practical program in which participants will:	
<ul style="list-style-type: none"> Participants will carry out at least three different presentations; 	<ul style="list-style-type: none"> Giving and receiving of feedback;
<ul style="list-style-type: none"> Planning and presentation skills are built up gradually; 	<ul style="list-style-type: none"> All learning is recorded in a Personal Learning Journal; and
<ul style="list-style-type: none"> Guided analysis; 	<ul style="list-style-type: none"> Preparing, delivering, analysing and fine-tuning a presentation needed at work.

Presenter

Robert Hounsell is a highly experienced training manager who is internationally recognised and is regularly called on by companies like Barclays Bank to conduct training courses in the UK and Africa. He has consulted to many global companies and conducted training programs in Australia and 13 countries across Europe, the Middle East and Africa. Robert is Director of Training with the Applied Innovation Centre.

Duration - Dates - Venue	Fees per person (including GST)
2 days – non-residential <u>Click here for dates</u> St. Catherine’s College 2 Park Road, Nedlands Free onsite parking	\$880 Individuals \$660 Groups of 3 or more Lunch, morning / afternoon tea included

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**Discover it, learn it, practise it, make it your own,
then *do it for real!***

Cancellations

No refunds will be made on cancellations received after 7 days prior to the event.

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The Applied Innovation Centre respects your right to privacy and will not provide contact details of course participants to third parties.

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