

# Presentation Skills

## How to make memorable presentations

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1 Day: CUA Ref: # 764326

### 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.

*Presentation Skills* 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.

Participants will be able to understand the principles and techniques of professional presentations and confidently demonstrate effective and interesting impromptu and prepared presentations.

### Recommended For

Managers, team leaders, project managers or anyone else 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 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"> <li>• Understood the principles and techniques of successful presentations;</li> </ul>	<ul style="list-style-type: none"> <li>• Analysed how to make presentations engaging;</li> </ul>
<ul style="list-style-type: none"> <li>• Practised structuring and preparing presentations;</li> </ul>	<ul style="list-style-type: none"> <li>• Understood how to present facts and statistics;</li> </ul>
<ul style="list-style-type: none"> <li>• Learnt about targeting an audience;</li> </ul>	<ul style="list-style-type: none"> <li>• Practised presenting information persuasively;</li> </ul>

• Practised using techniques to control nerves;	• Practised impromptu speaking;
• Practised using body language, tone and other attention-holding techniques;	• Worked through public speaking techniques;
• Practised using notes, prompts, and visual aids;	• Participated in a self-evaluation process; and
• Anticipated and responded to questions during a simulation;	• Received individual and group feedback.

## Training Methodology

This is a highly interactive and practical program in which participants will:	
• Conduct at least two different presentations;	• Record all learning in a Personal Learning Journal.
• Gradually build up planning and presentation skills; and	

## 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)
<b>1 day</b>	<b>\$324 CUA Members</b>
<b><u><a href="#">Click here for dates</a></u></b>	<b>\$440 Individuals</b>
St. Catherine's College 2 Park Road, Nedlands	<b>\$330 Groups of 3 or more</b>
<b>Free onsite parking</b>	<b>Lunch, morning / afternoon tea included</b>

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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.

### Privacy Statement

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

Results through **INNOVATION**

