Presentation Training/Public Speaking One-Day Program

Please note that this timetable should merely serve as an example of the way we could structure a workshop for you.

In other words, it is indicative rather than prescriptive.

We can add or subtract ingredients based upon your specific requirements.

0900-0915   Introduction. Initiate general discussion with participants on issues that they face in their regular presentations – what they find difficult/challenging/confronting. Use experiences of the group as well as our own knowledge to address key questions raised.

0915-1100   A guide to effective presentations. The theory of effective presentations, covering issues such as different types of presentations, overcoming fears and nervousness, the importance of preparation, a guide to effective delivery, topics that interest audiences, effective openings, bridging, using powerful language and the use of visual aids.

1100-1115   Morning Tea.

1115-1245   Practical exercise in which we ask people to present material that they would normally present, either to internal or external audiences. Review and debrief each presentation, providing individual feedback, which will also be utilised to benefit the group.

1245-1330   Lunch.

1330-1500   Second practical exercise during which we ask participants to prepare an impromptu, short presentation. Allow for preparation time and then video record their presentations. Review and debrief each presentation, providing individual feedback, using this feedback to benefit the group.

1500-1515   Afternoon Tea.

1515-1645   Third practical exercise in which we again ask people to present material which they would normally present, either to internal or external audiences. Given the previous learnings, we would expect this session to be stronger and more effective than that which went before. Review and debrief each presentation, providing individual feedback, which will also be utilised to benefit the group.

1645-1700   Debrief. Questions and answers. Summary. Hand out take-home material.