

Presentation Skills Course: Become an Authentic Public Speaker

This presentation skills short course offers a practical guide for those who want to learn the art and craft of professional presentation. Whether you are a novice planning your first speech, a mid-career professional seeking to build your public speaking confidence, or an experienced leader seeking to amplify your impact, this course will equip you with the tools and skills to become an authentic public speaker.

We'll consider what works and what doesn't, how to engage with your audience, and how to plan and prepare well-structured content. We'll also discuss how to overcome your nerves and build on your natural strengths to become more confident.

This course will empower you to:

- Find your authentic voice and style
- Engage, persuade, inform, entertain and influence audiences
- Plan and prepare a well-structured presentation, with key messages and a call to action
- Consider staging and props
- Handle a live Q&A

This course is suitable for first-time presenters and more experienced professionals who want to develop their presentation skills and stand out from the crowd. We'll consider presenting to audiences in a range of different contexts including small and large groups, workplace and community settings, formal situations such as executives, boards, committees and inquiry bodies, and how to manage online and hybrid audiences.

AIMS

This course aims to help you:

- Build your confidence and hone your presentation skills
- Find a style and delivery mode that is authentic to you
- Understand the needs of different audiences, and what they want from your presentation
- Research and write well-structured content
- Develop slide decks, and consider other props and staging requirements
- Prepare talking points and speaking notes, and be ready to handle live Q&As

OUTCOMES

Upon successful completion of this course, you will be able to:

- feel confident and develop strategies to manage your fears
- leverage your personal strengths to develop and deliver an authentic presentation
- plan, prepare, and write well-structured content for presentation
- develop key messages and calls to action
- use a range of techniques to connect with your audience
- be prepared to respond to live Q&As
- identify your presentation skills weaknesses, and know how to work on them

CONTENT

The course will empower participants using the following framework:

A precise brief + perfect preparation + a polished performance = an outstanding presentation.

The first part of the course will focus on ensuring you have **a precise brief** or clear terms of reference for your presentation.

We'll consider:

- Who is your audience?
- What are the aims and desired outcomes of your presentation?
- Why are you the best person to give this presentation?
- How much preparation time do you have?
- What existing resources are available, and what else do you need?

The second part of the course will delve into **perfect preparation**. This will include:

- Researching, writing and structuring your presentation
- Using case studies and storytelling techniques to illustrate your message
- Developing key messages and a call to action
- Developing a slide deck, talking points, and Q&A prompts
- Consider your personal appearance, including styling, wardrobe and staging

The third part of the course will hone in on delivering **a polished performance**.

We'll explore:

- Ways to engage with, influence and persuade your audience
- Ways to make your presentation resonate and influence your audience to take a desired course of action
- How to be authentic on stage including effective use of voice, body language, eye contact
- Best use of slide decks, microphones and recording devices
- Troubleshooting and maintaining your composure

INTENDED AUDIENCE

This course is suitable for people with a range of skill levels, from first-time presenters to more seasoned professionals who want to develop their stage presence. We'll consider presentation skills in a range of different contexts including small and large groups, workplace, community and formal settings, and online and hybrid situations. Participants are encouraged to come to class with an upcoming presentation in mind, which can be discussed and workshoped in class.

PREREQUISITES

None

DELIVERY STYLE

This presentation skills course is an interactive workshop which includes facilitator training, in-class exercises and workshop-style activities. We'll practice presenting in front of the group, review our performance, and receive feedback and direction. There'll also be time for Q&A.

DELIVERY MODE

- Face-to-face, presenter-taught training
- Online training via the platform Zoom

MATERIALS

All course materials are provided electronically. Printing services are not provided. Please bring laptop or iPad, and pen and paper.

PRESCRIBED TEXT AND/OR RECOMMENDED READING

None