



PROFESSIONAL DEVELOPMENT

Presentation Skills (PDPRS)

LENGTH

2 days

PRICE (Excl. GST)

NZD 1500

PD TRAINING AT LUMIFY WORK

PD Training is Australia's leading provider of professional development training, cutting edge psychometric profiling and HR services. They help companies provide training and development to their staff that is on-target, fun, retained, and achieves their goals.

Lumify Work partners with PD Training to offer an extensive range of Professional Development training and short courses, through a network of over 400 specialist trainers.



WHY STUDY THIS COURSE

Delivering a brilliant, memorable, and interactive presentation requires a number of skills including effective planning, choosing the right delivery method(s), developing outstanding customised content, professional group facilitation, the efficient use of technology, effective communication skills, and more.

Good information, great ideas, or the best of intentions only gets you halfway there. Persuasive presentations start with raw information, then opinions are added and enhanced with creative imagery and given personality by the presenter. The more of the mind you tickle, the more retention and motivation you reap.

This two-day course provides you with in-depth knowledge and skills in the planning, preparation, and delivery of truly engaging presentations. You'll learn how to use specific tools and techniques for presentation creation and delivery, which will enable you to conduct powerful presentations that engage your audience every time.

As part of this course, you will have an opportunity to develop and present to your peers and receive feedback from the group.

This course is delivered in partnership with PD Training.

WHAT YOU'LL LEARN

After completing this course participants will be able to:

- Perform a needs analysis and prepare an outline for a presentation
- Select the most suitable delivery method based on the audience, the environment, and the message being delivered
- Optimise verbal and non-verbal communication skills when presenting
- Gain insight into effective techniques for calming nerves

<https://www.lumifywork.com/en-nz/courses/presentation-skills/>



Presentation Skills (PDPRS)

- › Create fantastic flip charts to support the key messages
- › Create targeted PowerPoint presentations
- › Realise the benefits of rehearsal



My instructor was great being able to put scenarios into real world instances that related to my specific situation.

I was made to feel welcome from the moment I arrived and the ability to sit as a group outside the classroom to discuss our situations and our goals was extremely valuable.

I learnt a lot and felt it was important that my goals by attending this course were met.

Great job Lumify Work team.

AMANDA NICOL
IT SUPPORT SERVICES
MANAGER - HEALTH WORLD
LIMITED

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Presentation Skills (PDPRS)

Lumify Work Customised Training

We can also deliver and customise this training course for larger groups saving your organisation time, money and resources.

For more information, please contact us on [0800 835 835](tel:0800835835).

COURSE SUBJECTS

Lesson 1: Why Present ?

- Welcome
- The purpose of presenting
- My presentation style

Lesson 2: Researching Your Topic and Organising Information

- Primary and secondary research
- Selecting content
- Giving form to your presentation

Lesson 3: Writing Your Presentation

- Starting with an outline
- Which words to use
- Writing the introduction
- What to include in the body
- Writing the conclusion
- Editing

Lesson 4: Verbal and Non-Verbal Communication Skills

- Listening and hearing
- Asking and fielding questions
- Body language

Lesson 5: Overcoming Nervousness

- Preparing mentally
- Physical relaxation techniques

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- Rehearsing your presentation

Lesson 6: Using Visual Aids

- Fantastic flip charts
- Creating compelling PowerPoint presentations
- Vibrant video and amazing audio

Lesson 7: Time to Present

- Presentation - take 2

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WHO IS THE COURSE FOR?

This is a practical class that is suitable for all audiences, and provides participants with tools they can apply on-the-job (and in other contexts) the very next day.

PREREQUISITES

None

The supply of this course by Lumify Work is governed by the booking terms and conditions. Please read the terms and conditions carefully before enrolling in this course, as enrolment in the course is conditional on acceptance of these terms and conditions.

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