



Presentation Skills

Benefits to individuals: *Help you to use a range of techniques to make brilliant presentations*

Value for organisations: *Inspire you organisation to see the value of presentations*

This one day course is designed to help you structure information in a logical, purposeful and interesting way and deliver it confidently and clearly, thereby allowing you to build on your natural style. When you are next required to present to a professional group you will feel more confident and be well prepared. You will be remembered for giving a powerful incisive message in a natural way with your new dynamic presentation style. Includes a take home DVD featuring your entire day's progress.

Is this Course right for you?

This course is designed for professionals with a range of presentation skills, from those with either little or no previous experience, to others who may have had plenty of practice but who still find it a daunting task. As the focus is on the foundations of structure and delivery, it remains a valuable refresher for more experienced presenters.

Once the course is completed you should be able to:

- Plan and structure ideas clearly and simply
- Use various plans for presenting ideas and reduce preparation time for presentations
- Explain complex information clearly
- Determine audience needs
- Use key skills (stance, voice, manner and control) to achieve maximum impact with the audience
- Speak with ease and perceived confidence in public
- Use visual aids to support the message
- Manage any difficulty that arises during the presentation

Course content:

- Know your audience – clarify the aim
- Basic techniques – the “how” skills of speaking
- Managing nerves
- Speaking notes
- Planning and constructing the talk
- Pattern note structure
- The art of persuasion
- The right reactions
- Using visual aids to advantage
- Handling the audience

How is the course conducted?

The course conducted as a 1 day workshop session held at MaST's Melbourne location. The session is engaging and stimulating yet relevant to the audience in both style and content by including role plays, continual opportunities for discussion, and activities. You will give 3 presentations throughout the day which will be taped on DVD so you can see your progress.

Our workshop groups are limited to 8 participants (a minimum of 6 is required), to ensure opportunities for individual attention and an enhanced learning experience.

You will be provided with a comprehensive course manual and ongoing telephone support from the team at MaST.

Course Dates: 23 July, 28 Oct & 3 Dec.

Price: \$475 + GST per participant

To book a **Presentation Skills course**, or to arrange **in-house training**, please call the training team on **03 9520 2599**, or email us at mast@mastaaustralia.com.au to let us know how we can help you.