

Polished Presentations

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration:

Full Day

Investment:

\$445 GST-Exempt
Includes training reference
manual

You should attend if...

You are expected to make presentations for a range of purposes, such as marketing, training, promotions etc.

COURSE CONTENT

Section 1: Prepare a Presentation

- Plan the presentation approach
- Consider the outcomes
- Choose presentation strategies, format and delivery methods
- Select presentation aids, materials and techniques
- Using PowerPoint to create stand out presentations
- The Power of session plans
- Select techniques to evaluate presentation effectiveness

Section 2: Deliver a Presentation

- Explain and discuss desired outcomes of the presentation with the target audience
- Use presentation aids, materials and examples throughout presentation
- Consider learners needs and styles
- Monitor non-verbal and verbal communication of participants
- Use persuasive communication techniques to secure audience interest
- Provide opportunities for participants to seek clarification
- Summarising your presentation

Section 3: Review the Presentation

- Review the effectiveness of the presentation
- Seek feedback from participants and relevant personnel
- Feedback techniques
- Utilise feedback for improvement

In Class:

- Interactive activities
- Useful resources to create polished presentations
- Practice your new found skills

For bookings contact:

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COURSE OUTLINE

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