

Effective Presentation Skills (2 days)

INTRODUCTION

These days it is simply not enough for an organisation to spend time and money developing a first-rate product or range of services. In the highly competitive environment of business, it is also becoming increasingly important for professionals and specialists to be able to effectively promote and communicate their organisations and their own expertise and services to a broad cross-section of the business community.

A unique aspect of this program is that while we will certainly focus upon the competencies of trainers as modern presenters and communicators, our critical starting point is to tap into that vast reservoir of knowledge each of us has based on our numerous experiences as audience members in business settings.

COURSE OBJECTIVES

At the completion of this course participants should be able to:

- List the main factors in making a successful presentation
- Individually develop and identify presentation competencies
- Research, prepare and design presentations
- Reduce overall nervousness when presenting
- Appropriately balance and incorporate audio visual aids

COURSE CONTENT

- | | |
|------------------------------|---------------------------|
| • Exceptional presentations | • Audio visual techniques |
| • Dealing with fear | • Cultural issues |
| • Video presentation | • Video presentations |
| • Stylistic elements | • Coaching & feedback |
| • Building your presentation | • Handling questions |

COURSE INSTRUCTOR

Tony Buon Dip. Wel., B.A (Psych), M.A (Hons) M. Litt (equiv) Dip Med, Grad Edu, CEAP, Cert.Med, MMII

Tony is a very experienced workplace psychologist, coach and published author. He is a Certified Employee Assistance Professional (CEAP) and a Certified Mediator (MII). Tony has over thirty years' experience working with some of the world's leading organisations in over 30 countries.

Tony holds graduate and post-graduate degrees in psychology, behavioural sciences, and workplace education. Tony has taught Leadership, Psychology and Human Resources Management up to Master's Level in Universities and Colleges in Australia and the UK and has also taught on an accredited M.B.A. programme.

He has worked with a number of leading organisations including 3M, ABB, Accor, ADCO, Atos, AXA, BP, BUPA, CIC, CNPC, Chevron Texaco, Coca-Cola, Continental Tyres, CSR, Diageo, Dolphin Energy, Dublin Airport Authority, DuPont, Halliburton, KNPC, London Hospital, Marathon Oil, Midlothian Council, NHS, Scottish Police College, Shell, Sonatrach, Sydney 2000 Olympic Games, Talisman, and University College London.