

Creating Powerful Presentations

Effective presentations have the ability to develop credibility and project a professional image for both a presenter, and their organisation. In the same way ineffective presentations can destroy credibility and create confusion. Having knowledge and skills in a particular technical area is not always enough. If a presenter cannot adequately communicate their message and engage the audience, their expertise will become irrelevant.

This course aims to develop participant's skills in presenting information in the most appropriate way, in a variety of work related settings. Participants will be provided with techniques to make what they say powerful, persuasive and interesting. In addition participants will examine the use of presentation applications on personal computers and look at ways to effectively use other visual aids and techniques.

Aiming to be a practical, hands on program, this course is two days in duration to allow participants opportunities to practice the skills learnt.

DURATION: 2 days

FACILITATOR: **Phillip Connell** B Bus (HRD), Ass Dip Bus (HRD), Grad Dip Bus (Mngt), Cert IV Assessment and Workplace Training. Along with qualifications in HR, training, and business management, Phillip has over the past 16 years, workplace experience, and has consulted to many diverse industries, including state & local government, mining, manufacturing and service industries.

PREREQUISITES: Nil

COURSE OUTLINE

- Presentation and group communication concepts,
- What makes an effective presenter,
- Preparation and planning,
- Delivery methods,
- Presentation Skills (including tips and tricks),
- Communicating effectively (including listening, reflecting, questioning, summarising, non-verbal communication, and assertiveness)
- Ways of asking questions to get the answers you need, and
- Strategies for successfully dealing with a difficult audience.

WHO SHOULD ATTEND THE COURSE?

Staff required to produce and deliver presentation to internal and external stakeholders.

To register, please complete a Local Government Training Institute registration form at <http://www.lgti.com.au> and submit online; or you can fax to Local Government Training Institute on (02) 4966 0655.

Course enquiries may be directed to Training Administration on 49 222 333.

Local Government Training Institute

4 Sandringham Ave Thornton NSW 2322
PO Box 137, Thornton NSW 2322
Telephone: (02) 4922 2333 Facsimile: (02) 4966 0655
Email: reception@lgti.com.au
ABN: 24 232 406 407

www.lgti.com.au