

Present with Confidence Workshop (2 days)

(max 8 participants)

In our fast-paced work environments, global leaders need to present themselves clearly, powerfully and quickly in order to succeed. When the stakes are high, the expectations placed on presenters are even higher.

In this interactive, two-day workshop, communication skills trainer Heather Hansen will show participants simple ways to format their thoughts, develop content, and deliver presentations with confidence. She will help to build on the natural styles and abilities of the participants to help them become influential presenters who connect with audience members every time. They will learn to think on their feet and never be caught off guard, even when faced with the most difficult questions.

With multiple presentations to the group, written, oral and video feedback, participants get a real picture of how they impact others with their presentation style. This practical workshop will give them the confidence to present with ease.

Objectives

1. Identify negative mindsets that hold you back from feeling confident
2. Learn to manage your physical, mental and emotional states during presentations
3. Analyse your audience to guarantee their support
4. Develop clear and concise content that is easily understood
5. Learn quick presentation structures that can be applied to any topic
6. Incorporate stories and humour for greater impact and influence
7. Think on your feet and structure your thoughts quickly and appropriately
8. Manage questions and challenges smoothly and confidently
9. Create appropriate visual aides that support you and your message
10. Deliver your content with grace, ease and style



Workshop Highlights

Building Confidence

- Do you have speaking anxiety?
- Understanding speaking anxiety
- The 4 responses to anxiety
- 3 Steps to developing a Confident Mindset
- The Confident Speaker's Mindset Mantra

Knowing your Audience

- Conducting audience analysis
- Developing audience-focused objectives
- Audience analysis checklist
- Taking control of your venue
- Venue Checklist
- Engaging specific audiences

Developing Content and Structure

- The presentation backbone
- Finding hooks for the 3-point plan
- Your presentation flow chart
- Powerful introductions and conclusions
- Forecasting and summarising
- Achieving greater flow with transitions

Delivery – What the audience sees & hears

- Improving your posture and movement
- Creating and using visual aides
- Varying your voice, tone and pace
- Speaking with emotion
- Being understood by global audiences

Answering Questions with Ease

- 5-step process for answering questions
- Handling tough questions
- Maintaining control with bridging techniques

Presentation Practice

- Multiple presentations by each participant with written, oral and video feedback



Methodology

Presentation skills are a subject area that you can only learn by doing. This course has been designed to be a hands-on, interactive, practice-based learning experience. Participants will present multiple times in small groups and in front of the class in a fun learning environment. Participants will receive written and oral feedback from the trainer and other participants, and at least 2 presentations will be video-recorded for self-study and review. Participants will also take away a detailed workbook (36 pages) full of helpful tips and guidelines for further practice and development.

Customization

1. Pre- and Post-Assessments

Participants will be required to submit a self-assessment before the training program and complete a final assessment at the end of the program to document their confidence levels. Based on the participant needs found in the pre-assessment results, the outline of the program may change.

2. Client-related content

We will customize the content as much as possible to the client by using authentic materials and having each participant deliver real work content. Any information or communication guidelines the client can supply will be added to the workbook and integrated into the program.

