

# PRESENTATION SKILLS WORKSHOP

PRACTICAL TIPS, TOOLS AND STRATEGIES TO PLAN, DELIVER AND REVIEW ARTICULATED AND COMPETENT PRESENTATION

21 OCTOBER  
ONLINE DELIVERY

## EXPLORE

- ▶ Develop strategies to create engaging and compelling messages
- ▶ Customise your message and delivery for different interfaces and audiences
- ▶ Present with confidence, clarity and conviction for a lasting impression that empowers your audience.
- ▶ Harness your nerves to improve your presentations, pitches and public communication

## EXPERT FACILITATOR



**Garry Mills**  
Presenter & Coach  
Garry Mills Peak Performance

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## ABOUT THE EVENT

Every time you present to someone it forms an impression, giving you the potential for gain or loss. Being an effective presenter is increasingly important in the workplace. As technology advances our uniquely human qualities of engagement and interaction remain our key point of difference. Research shows 70% of us see presentation skills as critical for career success and 75% of us say we would like to be better at presenting. Is a lack of effective presentation skills impacting your professional and organisational excellence? Whether you are preparing for a one-on-one presentation, a small meeting, presenting to the board or delivering to a conference audience, and no matter where you are in your career, presentation skills are critical to success.

This full-day interactive presentation skills workshop, delivered by Executive Leadership Coach Garry Mills will provide you with the practical tips, tools and strategies to plan and deliver an articulated and competent presentation. You'll learn how to handle presentation fears and nerves, and how to understand your audience, discover how to open and 'hook' an audience to listen, and how to choose, plan and structure your content, and develop strategies for handling Q&A and making a memorable impression.

Highly interactive and requires your involvement in the various presentation methods. Safe environments are provided for you to practice and hone your speaking throughout the day.

## TRAINING DELIVERY AND PRE-COURSE QUESTIONNAIRE

You will be delivering a two-minute presentation in class, so please have a topic and some notes ready. This course is delivered 100% online via Zoom video. You will need access to a desktop or laptop computer with a camera, sound and good internet connection, as well as a quiet place to participate.

Workshop participants will have the opportunity to include comments and questions about issues outlined in the program by way of a pre-course questionnaire. This feedback will enable the course facilitator to adjust content accordingly. The workshop has limited places to allow for customisation, greater interactivity and for individual concerns to be addressed.

## WORKSHOP SCHEDULE

- 8.30 - 9.00 Registration
- 9.00 - 10.40 Session One
- 10.40 - 11.00 Morning Tea
- 11.00 - 12.30 Session Two
- 12.30 - 1.30 Lunch
- 1.30 - 3.00 Session Three
- 3.00 - 3.20 Afternoon Tea
- 3.20 - 4.30 Session Four
- 4.30 Close of Workshop

## DAY ONE

### Preparation & structure - Planning a successful presentation

- ▶ Understanding your audience and choosing relevant content
- ▶ Aligning your goals to your audience's needs
- ▶ Managing your time and attention
- ▶ Review your pre-prepared talk and adjust as required

### Bringing your presentation to life - Present with confidence, clarity and authenticity

- ▶ Strategies to bring vitality, interest, and clarity to your presentations
- ▶ Discover how to open, connect and close powerfully
- ▶ Body language, tone, words and visual aids
- ▶ Create higher engagement and support with impact and interactivity
- ▶ Mental & physical techniques to help manage fear, harness your nerves and increase your confidence.
- ▶ Learning to handle presentation Q&A successfully and effectively

### Delivery activity - Deliver your short presentation to the workshop group

- ▶ Respond to Q&A on your presentation
- ▶ Listen to presentations from other attendees and ask relevant questions

### Review - Workshop, application and action plan of presentation skills

- ▶ Provide and receive feedback on the group's presentations
- ▶ Create an action plan for your ongoing development and opportunities to present

## YOUR FACILITATOR

With 25 years of diverse experience across the public and private sectors, including leading complex and sensitive operations in Australia and overseas, Garry has led teams to achieve critical training and operational outcomes for large organisations. Garry designs and delivers workshops, programs and presentations in Australia and Asia. Neuroscience, evidence-based research, practical tools, the school of life and stories are the foundations of his workshops & programs, helping people, teams & organisations improve their leadership, performance and mental skills.



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