

# PRESENTATION SKILLS WORKSHOP

Practical tips, tools, and strategies to plan, deliver, and review articulated and competent presentations

20 OCTOBER

## KEY OUTCOMES

- ▶ 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.

## 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.



**Garry Mills**  
Presenter & Coach  
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## AGENDA

9:00 - 4:30 | 20 OCT

### 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

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# Presentation Skills Workshop

20 October

Virtual

# Booking Form

Event Reference: PSW1022A - O

Priority Code: I



## Registration Information

Organisation Name

Address Suburb State Postcode

Booking Contact Information

Title Full Name Position Email Phone



## Delegate Information

# Title Full Name or TBA Position Email

1  
2  
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## Your Investment

Options (per person)	Rapid Action Rate Register and pay by 17 August	Value Plus Rate Register and pay by 31 August	Super Saver Rate Register and pay by 16 September	Early Bird Rate Register and pay by 30 September	Standard Rate
Qty Workshop	\$945 + GST = (\$1039.50)	\$1195 + GST = (\$1314.50)	\$1395 + GST = (\$1534.50)	\$1545 + GST = (\$1699.50)	\$1695 + GST = (\$1864.50)
Discounted off standard rates:	<b>Save up to \$750</b>	<b>Save up to \$500</b>	<b>Save up to \$300</b>	<b>Save up to \$150</b>	All Prices listed in Australian Dollars

Group Discounts Available:	10% off Standard Rate Team of 3 - 4	15% off Standard Rate Team of 5 - 7	20% off Standard Rate Team of 8 - 9	25% off Standard Rate Team of 10 +
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**TOTAL  
incl GST**

**Conditions:** Group Discounts apply for bookings made simultaneously. Only one discount applies. Group discounts apply to standard rates only. Group discounts are not applicable to Rapid Action, Value Plus, Super Saver and Early Bird rates. Discounts cannot be applied retrospectively and must be claimed at the time of booking. Liquid Learning Group reserves the right to have sole discretion on an organisation's eligibility for discounts.  
**Note:** Course materials included. Registration Options are per person only.



## Payment Details

Payment is required prior to attending this event

- Credit Card  
 Cheque (payable to Liquid Learning Group Pty Ltd)  
 Electronic Funds Transfer  
 Please invoice me:  
Purchase Order No. #

**Credit Card Details - Please charge my credit card for this registration:**

Card Type  Visa  MasterCard  American Express

**Note: 2% surcharge applies to American Express payments**

Card Number             Expiry  /

CVV    Full Name as on card

Cardholder's Contact Number

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**Electronic Funds Transfer (EFT)**

Please transfer funds directly to:  
Westpac Account Name: Liquid Learning Group Pty Ltd  
BSB: 032 002  
Account No: 407 273  
SWIFT Code: WPACAU2S

Amount

Please quote ref PSW1022A - O and registrant name



## Authority

Authorising Manager's Details: This registration is invalid without a signature

Name Position Phone  
Email Signature Date

Email this form to: [registration@liquidlearning.com.au](mailto:registration@liquidlearning.com.au) or Call us on: +61 2 8239 9711

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