

Present Like a Pro 13-14th August 2018

Learn how to present with influence, impact and confidence

This two day workshop combines best practice presentation skills techniques, with intensive behavioural coaching from a master presenter himself, Mike Carr.

Day 1: Foundations of a great presenter

Objective Setting	<ul style="list-style-type: none"> Define the purpose of the presentation Set SMART objectives
Research Your Audience	<ul style="list-style-type: none"> Roles, experience, knowledge and attitude to the product/ services Identify key decision-makers and influencers Know your product champions and the saboteurs
Planning the Presentation	<ul style="list-style-type: none"> Brainstorm and mind-map the content Prioritise information in line with objectives and the audience
Presentation Structure	<ul style="list-style-type: none"> Start with purpose to ensure audience engagement Ensure your presentation is interactive and stimulating Structure the presentation logically and professionally Use signposts to guide the audience

Day 2: Master Class in presenting

Visual Aids	<ul style="list-style-type: none"> Explore options available and the pros and cons of each How to use the visual aids effectively
Interpersonal Skills	<ul style="list-style-type: none"> The use of voice to maximise interest and comprehension Effective use of non-verbal communication to maximise the message Skills of observation and perception to monitor audience response Adapt to the needs of the audience The use of personal notes and prompts
Managing the Audience	<ul style="list-style-type: none"> How to be in tune with the audience and read their responses Questioning techniques to clarify issues and encourage audience participation Handling objections professionally and respectfully Facilitating audience questions How to handle difficult audiences

ProFormance Workshops: ProFormance workshops are limited to a maximum of eight participants so that they receive one-on-one coaching and active involvement in an optimal learning environment with colleagues from similar industry backgrounds.

Intensive Coaching: The facilitator will research your staff's individual training needs, their accountabilities and the environment in which they negotiate. This will enable more intensive coaching.

Central Location: The workshops will be held in a central Auckland location and includes all materials and refreshments.

Workshop, including follow up personal coaching session: \$1,900 +GST per person