

"This would have to be one of the best courses I have ever been on. The small group structure was great."

## Present Like a Pro

27-28 May | 12-13 August 2020

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

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

### Day 2: Master Class in presenting

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

**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**