

# Professional Presentations

with Power, Punch & Pizzazz

Workshop  
to fast track  
your personal  
& professional  
development

**The ability to influence a group with confidence, persuasiveness and power is essential for personal and professional success. Yet how often do we see presentations that are ineffectual, inappropriate and downright boring?**

*In this highly entertaining and practical workshop session, you'll learn:*

- How to use PowerPoint and visuals effectively and with style
- Key questions to ask before you prepare content and visual support
- How to develop a presentation plan to save time and organise content effectively
- How to stimulate, energise and motivate even the most difficult audience
- How to

- build confidence in voice, gesture and expression
- How to add spice and use humour to maintain audience attention
- How to develop audience participation and involvement
- How to manage question and answer sessions with skill and poise
- How to overcome presentation jitters to present confidently and effectively
- How to avoid the 22 deadly sins of poor presenters.

## 20 PERTH DETAILS 2108

Alexander Library, Francis Street Entrance,  
Perth Cultural Centre, Northbridge

Time – 9.00am to 4.30pm

Thursday 31st May

## ONE DAY PROGRAM

# ONLY \$390

Includes Refreshments,  
Workbooks and All Materials

### REGISTER TODAY



0419 917 682



PO Box 51  
KARRINYUP WA 6921

**YES** - I would like to register for  
"Professional Presentations" Program



speaker@briangreedy.com

NAME	COMPANY	EMAIL	PHONE	COST
<b>TOTAL \$</b>				



**Brian Greedy**  
Business Solutions

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PAYMENT METHOD: Visa  Mastercard  Send Invoice

CARD #

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NAME ON CARD

EXPIRY DATE

SIGNATURE

## Professional Presentations with Power, Punch & Pizzazz

**The ability to influence a group with confidence, persuasiveness and flair is essential for personal and professional success: yet often presentations are ineffectual, dull and boring.**

Some people believe that presentation skills are only for those who stand at a lectern, supported by clever PowerPoint, before thousands of people. But the fact is you make presentations every day. You are called upon to communicate, to persuade, to convince – speaking one on one or before a group.

When it comes to getting action and swaying opinions, one sparkling presentation is worth five arguments in discussion, 30 emails and 50 face to face meetings.

Presentation skills provide a powerful platform for professional growth.

In this program (one or two day options) you will learn the vital action points needed to maximise your message impact, sharpen your delivery influence skills and increase your credibility with colleagues and clients.

From dynamic introductions to powerful closings, you'll learn how to speak out with confidence and deliver winning presentations. The results will lead to a significant and observable increase in audience acceptance of your ideas.

No matter how good or important a message, if it's not delivered in an interesting and effective way, chances are it won't gain audience acceptance.

Even if you have some experience in making presentations this program will strengthen existing skills for greater impact, power and influence.

The program is a highly interactive workshop, to maximise learning.

Participants are directly involved in practicing the skills and the practical skills developed are readily transferable to the participants own workplace environment.

### RECOMMENDED FOR:

Anyone who needs to influence others through presentations in public, or the workplace. This is an essential personal development skill today.

### PROGRAM OUTCOMES

At the conclusion of this program, participants will have:

- Describe the principles and techniques of professional presentations and confidently demonstrate effective and interesting presentation skills.
- Learn how to manage nerves, effectively use platform skills, deliver memorable messages, skilfully manage question and answer sessions and diffuse difficult audience situation with confidence and flair.
- Save time and energy in preparation techniques to match content to audience needs with notes that don't distract but keep you on track.
- Professional tips, tricks and traps in the design and use of PowerPoint to ensure it enhances rather than hinders the presentation impact.

### PROGRAM OPTIONS

- Workshop – Full or Half Day – Supported by workbook / manual
- Seminar / Conference Presentations also available.

### Presented by Brian Greedy

Brian is one of Australia's leading professional speakers in business development.

Each year he delivers speeches, seminars and workshops for clients in all states, NZ and the UK.

He draws from over 25 years grassroots business experience in management, marketing and sales, including the development of highly successful food distribution business from start up to a multi-million dollar turnover.

An engaging and inspiring presenter with a pragmatic "how to" approach in communicating his knowledge makes him one of Australia's most sought after business speakers and trainers.

**"A thoroughly worthwhile and enjoyable program. Practical, lively and realistic"**

**Leigh Gilbert, Clayton Utz, Sydney NSW**

Read more of what others have said about Brian Greedy's programs at [www.briangreedy.com](http://www.briangreedy.com)

### PROGRAM CONTENT

#### Dealing with Nerves and Anxiety

- Specific steps to overcome presentation jitters, regardless of how anxious you may feel. How to manage nerves for positive outcomes, to stay calm and keep mistakes and slip ups from moving you off track.

#### Preparation; The Building Blocks for Success

- Key questions to ask about any audience before starting to prepare content. Nine important steps in the development of material to make planning easier and ensure content hits the spot. Emphasis on the twin factors of content and delivery process. Analysis of likely audience questions and planned responses.

#### Notes, Timing, Delivery and Involvement

- How to develop and use notes professionally. How to get an audience involved by building participation into the content. How to match the material to the presentation time frame and provide focus and emphasis to the most important issues to project. How to use pausation, stance, eye contact and body posture to maximise delivery.

#### Speed Volume, Pitch, Pause, Humour and Analogies

- How to manage speed, volume, pitch and pause for maximum impact. The importance of eye contact and body language to deliver a lively and engaging presentation. How to use stories, anecdotes and analogies to spice up the speech and keep the audience listening. Learn the secrets of using humour effectively and what to do if it doesn't work.

#### PowerPoint to Enhance rather than Distract

- Research indicates if you show a picture, comprehension and retention is three and a half times greater than saying the words alone. The program includes a 26 point checklist to develop and deliver PowerPoint that supports, rather than distracts from the presentation.

#### Skills in Managing Audience Questions

- How to analyse your topic and consider in advance the likely audience questions you may receive. Think through the best responses you can give. Learn special skills on how to stay focused and confident in responding to difficult questions and how to diffuse aggressive issues and keep discussion on track. Learn how to disagree with another viewpoint, without being disagreeable.

#### Skilled Presenters

- Presenters are experienced speakers who deliver professional conference keynote and seminars on business development, across all states.



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Business Solutions**

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