



# Professional Presentations

## with Power, Punch & Pizzazz

“No skill can open more doors, create more visibility and provide more power than speaking before a group.”

**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?**

**The ability to speak confidently and communicate effectively is a prerequisite for professional success.**

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, delivering ideas at a meeting, presenting to a group. If you find yourself saying, “I wish I felt more confident in presenting my ideas”, then you’re in good company because the number one fear amongst professionals is public speaking.

People acquire speech anxiety, through their own experiences and watching their colleagues anguish when speaking in public or before their peers at work. However, if people learn speech anxiety, then it follows it can be “unlearned” through practical skills application.

High impact speaking skills are not just for talented “Naturals”; in this results driven program you will learn valuable skills you can apply immediately to fast track your professional career.

Learn from an experienced conference speaker, how to overcome presentation jitters and to communicate effectively to promote audience attention, enjoyment and action.

### RECOMMENDED FOR:

Anyone who needs to influence others through presentations in public, or the workplace. This is an essential get ahead leadership skill to build confidence, credibility and influence in both group or one-on-one communications.

### PROGRAM OPTIONS

- Workshop – Supported by workbook/manual
- Tailored Seminar/Conference Presentations also available.

### PROGRAM CONTENT

#### Dealing with Nerves and Anxiety

- Specific steps to overcome pre-presentation jitters, regardless of how anxious you feel. How to manage nerves for positive outcomes, to stay calm, field tough questions and project professionalism under pressure. How to keep mistakes and slip-ups from moving you off track and eroding your confidence.

#### Preparation: The Building Blocks for Success

- Key questions to ask about an audience before you start to prepare content. Nine important steps in the development of material to make planning easier and ensure content hits the spot.

#### Notes, Timing and Involvement

- How to develop and use notes professionally. How to get the audience involved by building participation into the content. How to match the material to the presentation time frame and match content to the needs of the audience.

#### Delivering the Message for Maximum Impact

- How to open a speech to guarantee attention and build credibility with trust. How to develop body content and closing techniques with impact and flair to ensure key issues are reinforced and remembered.

#### Speed, Volume, Pitch and Pause

- 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.

#### Humour, Anecdotes and Analogies

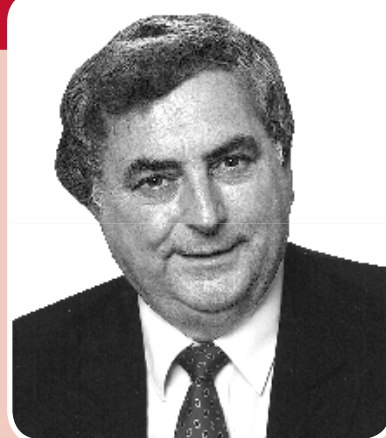
- How to use stories, anecdotes and analogies to spice up the speech and keep the audience listening. The secrets of delivering humour and stories and what to do if the audience doesn't respond. Specific skills in managing a difficult audience.

#### Handling Question and Answer Sessions

- Techniques to effectively manage audience questions, especially in a hostile or negative environment. Key concepts on how to handle hecklers and interjections.

#### PowerPoint Visuals and Support

- Professional tips, tricks and traps in the design and use of visual aids effectively, especially with PowerPoint and data projection. Analysis of the most common mistakes made by presenters and how to avoid them. How to use whiteboards, flip charts and microphones effectively.



### Presented by Brian Greedy

Award winning National Conference Speaker and one of Australia's leading professional trainers in marketing, service, leadership and presentation skills.

Brian works with clients in all states and each year delivers over 180 speeches, seminars and workshops. He brings to this program great experience and outstanding success in both competition and professional conference speaking.

He is the author of several highly acclaimed CD audio learning programs including “Presenting with Power, Punch & Pizzazz”



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