



NDA

TRAINING TASMANIA

nurture - develop - achieve

Delivering Convincing Presentations

Course Cost

\$ 395

Duration

1 Day

Locations

- Hobart
- Launceston
- Ulverstone

Course Dates

Course dates can be found on the training calendar on the NDA website:

www.nda.com.au

If there are no dates listed, please email:

bookings@nda.com.au

to express interest in the course.

More Information

For more information on any of our courses or services please email:

bookings@nda.com.au

or visit the NDA website at:

www.nda.com.au

National Competency Standard

BSBCMM411 – Make presentations

Prerequisites

There are no pre-requisites for this course.

Course Objectives

This course uses a mixture of theory, practical exercises and 'on your feet' public speaking to teach participants how to prepare and deliver convincing presentations.

Learning Outcomes

- Understand presentation basics
- Identify a clear message
- Create interesting content
- Develop a logical presentation structure
- Develop effective visual aids.
- Overcome nerves
- Capture and retain audience enthusiasm
- Deal with questions

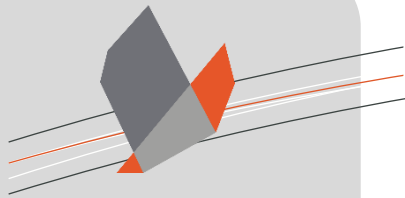
Optional Assessment

This course is part of a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.

PER UNIT FEE: \$195



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Delivering Convincing Presentations Course Content

RTO Provider:60034

NDA Launceston

Level 1, 65 St John Street
Launceston TAS 7250
03 6334 4910

NDA Hobart

Level 3, 110 Collins Street
Hobart TAS 7000
03 6224 2660

NDA North West

4B, 21 Alexandra Road
Ulverstone TAS 7315
03 6423 4547

Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA.

Please contact us for further information and to be provided with a quote.

The basics

- Types of presentations
- What makes a great presenter?
- What makes a great presentation?
- Self-assessment of presentation skills
- Demonstration of presentation skills
- Presentation skills – analysis guide
- Preparation checklist
- Identify the message
- Identify key message and outcomes

Identify the content

- Brainstorming
- Lateral thinking
- Mind mapping
- Research your topic
- How much time should you spend preparing?

Organise the content

- Choose a structure
- Sequential argument
- Hierarchical decomposition
- Question orientated
- Top down
- Sandwich

Flesh out the content

- Develop a strong start
- Maintain audience interest
- Use questioning to maintain audience interest
- Achieve continuity
- Ensure understanding
- Develop a strong finish

Develop audio-visuals

- The characteristics of effective slides
- Using text on slides
- Using images on slides
- Using build sequences on slides

Speaker's notes

- Audience handouts
- Check the venue

Rehearse

- On the day
- Equipment preparation
- Mental rehearsal
- Dress
- Venue set-up

Delivering the presentation

- Your objective
- Dealing with nerves
- Getting your message across
- Personal demeanour
- Eye contact
- The voice
- Movement and gesture
- Use of visual aids
- Spontaneity
- Handling questions
- Feedback – how did you go?