

Every great speaker has worked on his or her craft. They weren't born with the skill set. It's unnatural. Great public speaking takes diligence, hard work, and lots and lots of practice. Take heart in knowing that we all start with a clean slate.

Author unknown

www.mpsolutions.com.au

T. 02 6162 0602

Breathe In and Speak Out™

Representational and Presentation Skills

Mitchell Personnel Solutions

Program Outline:

This one day program is designed to develop the confidence and skills you need, to prepare and deliver presentations, communicate effectively with your audience and colleagues, and effectively represent your company.

During this course you will learn about:

- First impressions
- Overcoming the fear of public speaking
- Understanding learner styles
- 4PA – Plan, prepare, promote, present and assess
- Controlling nerves
- Communication and listening techniques
- Representational skills
- Delivering a presentation

A clearer understanding of the selection and interviewing process allows you to concentrate on the tasks at hand, presenting yourself in a positive and knowledgeable way and providing relevant examples to ensure you make the right impression.

At the end of this course you will:

- Learn to be more confident within yourself and believe in your skills
- Know how to write and deliver successful presentations
- Understand and use different techniques to cater to learner styles within your presentations
- Be able to deal with a difficult audience
- Positively receive constructive feedback and implement changes

Create and present dynamic presentations each and every time! This course is valuable for anyone who needs to represent their company and deliver a variety of presentations.

exceeding expectations



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