

# POWER

## PRESENTATIONS

Training & Multimedia Solutions

Very  
Limited  
Places!

## **Presentation Mastery Workshop Series**

### **"Make Your Next Presentation A Winner"**



**Less of this...**



**More of this!**

Are you (or someone in your team) interested in learning how to plan, produce and deliver a presentation guaranteed to deliver the right impression to every audience, every time?

Gain insight from more than 12 years experience in developing and delivering presentations to a variety of audiences both nationally and internationally.

Topics to be covered in these 4 evening workshops will include:

- Producing dynamic presentations with great WOW factor
- Expert practical PowerPoint tips for guaranteed success
- Developing templates & master slides
- Adding images & multimedia
- Adding animation for impact
- Setting-up and using A/V Equipment
- Tips for planning successful events
- Enhanced Presentation Techniques
- Engaging your Audience... and keeping them there!
- Reading your Audience and understanding their Learning Styles

**\$495 inc. GST** *(Tea, Coffee & refreshments provided)*

**Please contact us to find out when the next workshop series is scheduled for your area or to book one for your organisation.**

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[www.powerpresentations.com.au](http://www.powerpresentations.com.au)

***Make The Right Impression!***

# Workshop Programme

## Session One

<b>8.45 am:</b>	<b>ARRIVAL, REGISTRATION, TEA &amp; COFFEE</b>
<b>9.00 am:</b>	Welcome & Introductions
<b>9.30 am:</b>	Why PowerPoint?
<b>10.00 am:</b>	Communication Modes & Preferences
<b>10.45 am:</b>	<b>TEA BREAK</b>
<b>11.00 am:</b>	Planning & Logistics (Venue, A/V, Materials)
<b>11.30 am:</b>	Preparing the Presentation
<b>12.00 pm:</b>	Templates & Layouts
<b>12.25 pm:</b>	Summary & Wrap-up
<b>12.30 pm:</b>	<b>CLOSE</b>

This opening session is aimed at giving participants an appreciation of the various modes of communication and why great visual aids are necessary to maximise the level of comprehension and retention of the information being delivered.

We explore the many facets of planning an event. These factors dramatically impact the result of any presentation as they will directly effect the level of engagement achieved with your audience and how well your message is received.

In terms of the actual presentation, participants are shown a structured approach to planning and getting the foundations right before adding the main body of content.

## Session Two

<b>8.45 am:</b>	<b>ARRIVAL, NETWORKING, TEA &amp; COFFEE</b>
<b>9.00 am:</b>	Welcome & Review Day 1
<b>9.15 am:</b>	Animations & Transitions
<b>9.45 am:</b>	Images & Multimedia
<b>10.15 am:</b>	Finalising The Presentation
<b>10.30 am:</b>	<b>TEA BREAK</b>
<b>10.45 am:</b>	A/V Set-up
<b>11.15 am:</b>	Delivery Tips & Techniques
<b>12.00 pm:</b>	Self Preparation & Mindset
<b>12.15 pm:</b>	Summary & Wrap-up
<b>12.30 pm:</b>	<b>CLOSE</b>

In Session Two we focus on adding the content and dressing it up with animations, images and multimedia to create a dynamic presentation guaranteed to deliver the right impression.

In addition to the many tips for developing the presentation, we also cover a range of practical skills for delivery such as how to set-up the A/V technical equipment, tips on effective communication to an audience and how to prepare yourself so your ready to bring your "A-Game" every time you stand in front of a room of any size.

All participants are invited to bring their own A/V gear (laptops, projectors and speakers) if they would like to be shown how to correctly set-them up at an advanced level for maximum benefit. If they don't have these items available they will still have an opportunity to practice doing so on the equipment provided by the facilitator.

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# Workshop Programme

## Session Three

<b>8.45 am:</b>	<b>ARRIVAL, REGISTRATION, TEA &amp; COFFEE</b>
<b>9.00 am:</b>	Welcome & Review Day 2
<b>9.15 am:</b>	Build your own 5 - 10 minute presentation
<b>10.45 am:</b>	<b>TEA BREAK</b>
<b>11.00 am:</b>	Practice Presentation Delivery
<b>12.15 pm:</b>	Critiques & Feedback
<b>12.25 pm:</b>	Summary & Wrap-up
<b>12.30 pm:</b>	<b>CLOSE</b>

Session Three is a hands-on practical session requiring all participants to bring a laptop to work on along with a collection of presentation assets such as images and movies for inclusion into the presentation. This will all be explained at the end of Session Two.

Participants are given an opportunity create an actual presentation in the classroom whilst under the guidance of the facilitator who will float amongst the group offering assistance and sharing further tips and ideas throughout the session.

This also provides an opportunity to utilise all the techniques covered in Session Two such as using animation, sourcing, editing and adding images and multimedia.

After the break, everyone is given an opportunity to do a quick practice run-through and offered constructive feedback on both the presentation and delivery techniques.

This is a very friendly and positive process to ensure that even first-time presenters are coached through the process in the most supportive manner but should walk away with an improved level of confidence in their ability to do so back in a 'real world' setting.

Participants are then asked to spend some time prior to Session Four fine tuning their presentation by implementing some of the suggestions offered by the group during their run-through.

## Session Four

<b>8.45 am:</b>	<b>ARRIVAL, NETWORKING, TEA &amp; COFFEE</b>
<b>9.00 am:</b>	Welcome & Review Day 3
<b>9.15 am:</b>	Improvements/Refinements to Presentations
<b>10.15 am:</b>	Final Presentations
<b>10.30 am:</b>	<b>TEA BREAK</b>
<b>10.45 am:</b>	Final Presentations (Continued)
<b>11.45 am:</b>	Critiques & Feedback
<b>12.00 pm:</b>	Action Plans & Goal Setting
<b>12.15 pm:</b>	Summary & Wrap-up
<b>12.30 pm:</b>	<b>CLOSE</b>

The final session is where it all comes together. The group is given time to finalise their presentation and ask any questions that may have on the preparation or delivery of their presentations.

Once completed they are all asked to present to the group again, however the feedback and comments are held over to the end to provide a more 'real-world' scenario.

Again, this is all done in a carefully facilitated process to ensure it's a fun experience where everyone is encouraged and empowered by the experience regardless of their level of confidence coming into the course.

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