



Presentation Skills Workshop – a Summary –

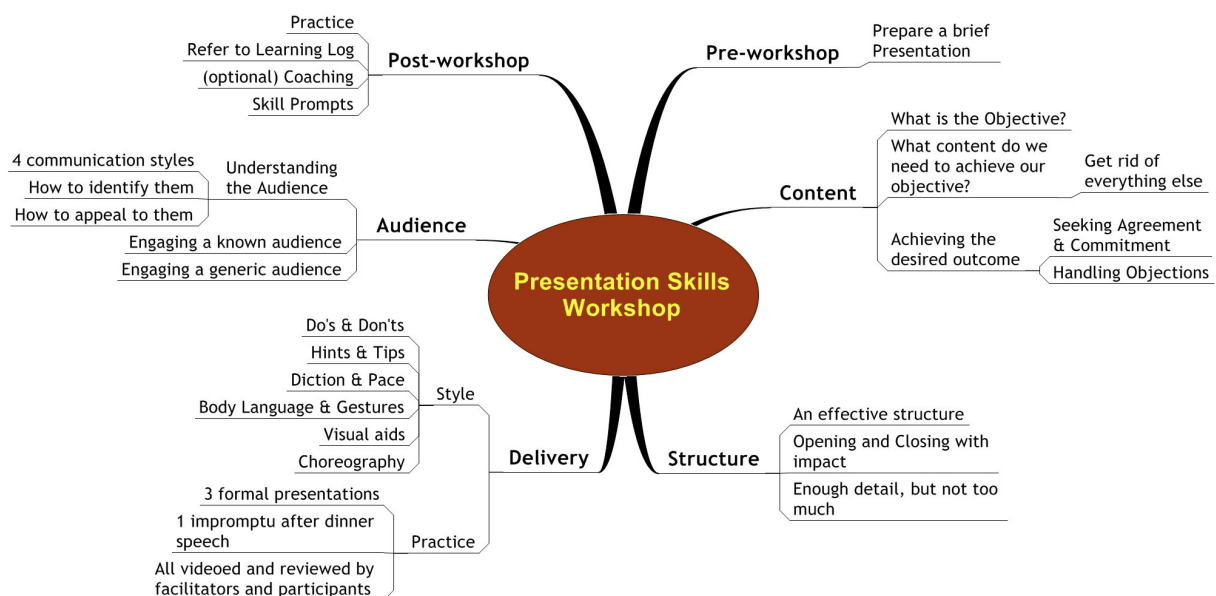
The Presentation Skills Workshop (PSW) is a 2 day program aimed at professional staff who need to deliver outcomes through their presentations. It is structured to enable participants to create a more compelling and targeted case that is focussed on their business objectives.

In particular, PSW provides participants with a framework to assist them in understanding the particular communication needs of their audience and then shows them the most effective way of fulfilling those needs.

The business need . . .

- For its personnel to be able to successfully present and differentiate the organisation’s offering from its competitors
- For them to be able to structure the presentation in order to secure agreement from the audience to proceed
- To be able to communicate within the organisation in a succinct and compelling fashion
- To be able to engage with all of the audience and not just sections of it

Conceptual overview of the workshop





The Workshop

The workshop has a strong emphasis on:

- Ensuring that the presentation achieves the objective and doesn't just deliver content.
- The importance of being concise.
- Developing stage presence and how to make an impact!
- Understanding the audience and playing to it's preferences.
- The importance of a strong opening and a strong close.
- Gaining agreement and commitment
- Presentation planning and preparation
- Contingency planning

Some of these topics may be familiar to participants, but the program is focussed on behavioural change and uses a range of techniques to achieve this.

Pre-Workshop

The program requires each participant to complete the Belbin Team Role Assessment. This is available online and should take no more than 20 minutes to complete. The participant will also be required to ask 6 to 8 colleagues to complete an Observer Assessment which takes around 10 minutes. These reports are used to help participants address their presentations to suit the personal style of the audience.

Participants that have already completed a Belbin Assessment with JHW, do not need to repeat this.

Post-Workshop

To achieve behavioural change and assimilation into everyday practice, reinforcement and reassurance is critical. Follow-up to the workshop includes:

- Practice of the specific skills each participant recorded in their learning logs.
- For a period of 6 months each participant will receive regular email reminders highlighting key skills and techniques from the workshop. This will help keep them front of mind, and encourage practice and use. Participants have the option of unsubscribing from this service.
- Optional follow-up coaching is available for groups and individuals

Public Workshops

JHW schedules public workshops on a regular basis (see below for schedule). The public workshop provides an excellent forum for cross company networking, and provides flexibility and convenience in scheduling participants. It is also a low cost way of trying out the workshop.



In-house workshops

JHW runs in-house workshops where the client has discretion over the number of participants, venue, and timing and may even wish to customise content. This can work out a less expensive alternative for large numbers, and it can also serve as an excellent team building environment. However it does mean that a number of staff will be “off the job” at the same time, which can present logistical challenges

Cost

The facilitation fee is \$1,650 (+ GST) per participant for the standard public workshop.

In-house workshops are charged at \$15,000 per workshop. The client will then organise venue and facilities.

JHW will provide all tools and materials, including dinner and refreshments (for Public Workshops). Residential Workshops will be \$220 extra.

Payment terms

The facilitation fee is due in advance of the workshop. Cancellations more than two weeks prior to the workshop will attract 50% refund. Cancellations after this stage will not be refundable, but an alternative delegate would be welcomed.

Next Presentation Skills Workshop dates:

26 & 27 June 2008

7 & 8 August 2008

9 & 10 October 2008