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## **Effective Presentations - Workshop Specification**

Effective Presentations is a 2 day program aimed at professional staff, that need to deliver outcomes through presentations. It will enable participants to create a more compelling and targeted case, focussing on the business objectives. In particular Effective Presentations will provide participants with a framework to assist them in understanding the particular communication needs of their audience. It will also show them the most effective way of fulfilling those needs.

### ***The business need.....***

- To differentiate the company's offering in a competitive environment. and gain agreement to move forward,
- Communicating within the organisation in a compelling fashion
- Engaging all of the audience and not just sections of it.
- Achieving the desired outcomes

## Overview of the workshop



## The Workshop

The workshop has a strong emphasis on:

- Achieving the objective – Not just delivering content
- Understanding the Audience & playing to it's preferences
- Stage Presence
- The importance of being concise
- Making an impact!
- Gaining Agreement & Commitment

- Planning & Preparation
- Contingency Planning

Some of these topics may be familiar to some participants, but the program strives to encourage behavioural change and uses a range of techniques to achieve this.

### ***Public Workshops***

JHW schedules public workshops on a regular basis. 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 \$16,000 per workshop. The client will then organise venue and facilities.

JHW will provide all tools and materials, including dinner and refreshments (for Public Workshops).

### **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. the job” at the same time, which can present logistical challenges