

Pro Presentation Skills

Win more business when making business presentations to clients

Increase your influence with shareholders, colleagues and other stakeholders

Become more engaging when speaking to family, friends and the community

Full programs as described below or designed to suit your situation

Refresher

1/2 day to 1 day

- ▶ Revisit the principles of 'professional presentations'
- ▶ Persuasion and influence
- ▶ Engaging the audience
- ▶ Adding impact

- ▶ Identifying and exploiting your strengths
- ▶ Removing negative aspects
- ▶ On camera and peer review

Primer Program

1 day

- ▶ Overcoming anxiety
- ▶ 'Think on your feet': to develop skills at speaking without notice
- ▶ Build confidence
- ▶ Learn presentation skills' basics: voice, body language, enthusiasm and passion, structure, anecdotes and the trilogy.
- ▶ On camera and peer review

Full Program

2 days

- ▶ Managing anxiety
- ▶ Writing: what is the message
- ▶ Preparation
- ▶ Research the topic
- ▶ Structures, words and sequence to craft the message
- ▶ Delivering with confidence and impact
- ▶ Creating an interactive environment
- ▶ Best use of visual aids
- ▶ Reviewing the introduction, the main body and the end.
- ▶ On camera and peer review

Target group

- ▶ Seasoned speakers wanting to review and improve their performance
- ▶ Trained speakers who want to hear of new developments

Target group

- ▶ Confident beginners
- ▶ Beginners with some experience.
- ▶ Seasoned speakers who have had no training in public speaking.

Target group

- ▶ Beginners
- ▶ Those without any training or experience in public speaking

Individualised coaching sessions as agreed

Presented by Ian Benjamin

- ▶ Practical, relevant, motivational: trainees learn skills that they can immediately use
- ▶ Your industry specific examples used to enhance learning
- ▶ Ian has extensive experience as both a practitioner and a trainer. He successfully consults to major Australian firms and organisations winning repeat engagements from many including the Securities Institute of Australia, CPA Australia and tier 1 legal firms in three states.

Benefits for attendees

1. Your audiences will notice you

- ▶ Present with **impact**
- ▶ **Become more engaging**
- ▶ **Heighten interest** in your message
- ▶ Boost your **credibility** and gain **more influence**
- ▶ Become **more persuasive**

2. You will

- ▶ **Project more confidence** as you process 10 effective steps to overcome anxiety -
- ▶ Be **received more positively** by your prospects by identifying and removing negative aspects of your presentation style
- ▶ Learn three strategies to minimise the possibility of "losing it", and **know what to do** if you do ever "lose it"
- ▶ Practice and adopt techniques that **win audience support** when addressing unpleasant subjects to hostile audiences

- ▶ Receive a **videotape** of your presentations. Review it during the workshop and at home so that you can implement all you experience and learn
- ▶ Address the issue of **audio-visual** aids: customise for your situations

3. About the workshop

- ▶ Enjoy the experience with the course voted "**Best Course**" in the CPA's Professional Development Program (Vic) for its 25,000 members
- ▶ Used by the Securities Institute in three states for 7 years
- ▶ This workshop enjoys constant demand as a course for advanced presenters, yet is often adapted for professionals ascending in their careers
- ▶ It is **thematic** in approach: the content is presented as themes that are easy to understand and retain
- ▶ The coaching is **individualised** and private when appropriate about any aspect of a participant's presentation
- ▶ Available in flexible formats from three hours duration

To discuss engaging Ian Benjamin please ▶▶▶

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Ian has offices in the Sunshine Coast and Melbourne. Much of his work is in Sydney and Canberra.

Ian's clients for this type of training include Allens Arthur Robison (V); Australian Institute of Management (V); Corrs (Q); CPA Australia; Freehills (V); Hall & Wilcox; GHMBA (V), Mayne Group; Perpetual Trustees; Pitcher Partners; Securities Institute of Australia (V, N, Q), Two Local Government Leadership Programs & others in the finance and legal sectors.

In the past 12 months, Qantas' in-flight 'Talking Business' with Peter Switzer, ABC's Nightlife with Tony Delroy and the National Press Club in Canberra all included Ian in their programs. BRW magazine extensively quoted Ian in January and April and Allen & Unwin published his book, 'Consulting Contracting & Freelancing'.

To receive a quarterly newsletter from Ian Benjamin e-mail ian@ianbenjamin.com.au