



CLINTON  
COMMUNICATIONS

## COURSE

# Presentation Skills Training

### Duration

One-day or two-days – we can discuss which is best for your organisation.

### Location

We run our courses in the offices of our clients however, an external site can be sourced by us.

### Learning outcomes

The objective of this course is for participants to become competent and confident business presenters in all types of presentations regardless of length, audience size and subject matter. The course focuses on bringing out the best possible delivery style of each participant while retaining their unique personal characteristics.

### Key learning areas

Topics include:

- Undertaking an audience and content analysis
- Planning your presentation and choosing your vocabulary wisely
- Structuring your presentation so it flows
- Preparing for your presentation, including rehearsing
- Delivering your presentation and dealing with nerves productively
- Speaking with style and following the top ten tips
- Perceiving the mood of the room and giving people what they want
- Dealing with spontaneity
- Dealing with scrutiny
- Building rapport and generating interest
- The pain and joy of humour
- The art and science of story-telling
- Using appropriate body language
- Technology – friend and foe
- Personal appearance and why it matters
- Finishing with a flourish
- Trouble-shooting tips and tricks of the trade for when things go wrong
- Making presentations and reviewing them
- Top twenty things to do and top twenty things not to do.

### Major benefits of the course

Business benefits of this course include:

- Improved business performance and productivity
- A tangible return on training investment
- Competitive advantage due to excellent outbound and inbound communication
- Increase in reputation and word of mouth referrals
- Greater employee satisfaction and retention



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- Smoother internal operations
- Increased success rate of project and proposal signoffs
- Streamlined presentation processes and training knowledge.

### **Finer points**

The finer points of this course include:

- It can be delivered anywhere in Australia or internationally
- Anyone at any career level can attend the course and benefit from it
- All participants receive a colour certificate on completion
- There is ample time for discussion, interaction and individual attention
- The course is delivered by experts in the subject matter
- Hands-on exercises and tasks are customised to the everyday roles of participants
- The comprehensive manual is an excellent resource post-training
- Contemporary training methodologies and adult learning principles are utilised
- The trainers deliver the material in an engaging and inclusive style.

### **About Clinton Communications**

We specialise in written and verbal communication. Our offering includes training, communication and documentation services. We provide powerful, customised solutions designed to improve business performance and develop and retain a skilled workforce.

### **Contact Us**

Please contact us with any questions you have or to request a proposal for delivering training in your organisation.

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