

## *Powerful Presentations*

### ***Be the Presenter Others Dread to Follow!***

One Day Intensive Workshop

#### **CONTEXT**

Professional people are called upon to speak in many contexts. Professional people speak at staff meetings, staff inductions, client consultations, proposals, policy briefings and debriefings, teleconferences, group presentations, media interviews and training, to name but a few. If as professionals we are consistently required to address others, it is imperative that we do so with confidence and presence.

#### **OBJECTIVES**

This workshop will improve and refine your speaking and presenting skills in a way that will give you **confidence in any context** – be it formal or informal, large or small, personal or professional. Discover the secrets of bringing advanced nuance and subtlety to your spoken expression. Learn techniques to establish rapport with one person or a huge auditorium. Become skilled at structuring material for maximum impact, and controlling nerves while harnessing your physical energy to look and sound, confident and charismatic.

#### **OVERVIEW**

This course is for anyone who wants to discover simple yet powerful techniques to present confidently and powerfully. You will learn how to:

- Extend the expressiveness, range and subtlety of your speaking voice.
- Achieve clarity, fluency and good diction through simple and effective exercises.
- Prepare effectively for stressful formal speaking situations.
- Select and structure your material to grab and hold people's attention.
- Use the first 30 seconds of your presentation to make an indelible impression on your audience.
- Employ body language for maximum impact.
- Harness your physical energy.
- Electrify your 'space'.
- Exude confidence and dynamism.
- Switch on your 'internal' light to create charisma.
- Convince everyone that you are completely in-control, and LOVING it.

Participants will develop their speaking and presenting skills through a series of interactive and fun exercises culminating in a short presentation. The presentation at the end of the workshop provides participants with objective, high-quality, varied feedback about their presenting techniques to fast track their on-going development.

## SCHEDULE

9:00am	<b>WELCOME AND ICEBREAKER</b>
9.30am	<b>ARTICULATION, CLARITY &amp; EXPRESSION</b> Develop the expressiveness, range and subtlety of your speaking voice as well as clarity, fluency and diction through simple and effective exercises.
11:00am	<i>Morning Tea (15 Minutes)</i>
11.15am	<b>PREPARING FOR FORMAL SPEAKING SITUATIONS</b> Formal speaking situations include any speaking context requiring forethought and planning, where the outcomes are important to your credibility - either professional or personal. Learn how to prepare effectively for these potentially stressful situations, with practical advice on how to control nerves and select, structure, and refine material for maximum impact. <b>Participants are asked to bring the text (even if only a draft) of the presentation they intend to deliver in Session 4 in order to workshop it in this session.</b>
12.45pm	<i>Lunch (30 minutes)</i>
1.15pm	<b>GESTURES, BODY LANGUAGE &amp; 'PRESENCE'</b> Discover the secrets of harnessing your physical energy to <b>look</b> as well as sound confident and dynamic. Experiment with body language, posture and gestures that will enhance your speech and overall presentation.
2:45pm	<i>Afternoon Tea (15 Minutes)</i>
3.00pm	<b>INDIVIDUAL SHORT PRESENTATIONS</b> This final session will enable participants to put into practice the principles learned over the course of the day. <b>Each participant will deliver a short (3 mins) prepared presentation of their choice</b> followed by formal feedback both written and oral from the whole group. The experience will give participants a clear idea of their strengths as well as areas for improvement.
4.30pm	<b>How to implement what we've learned. / Feedback/Close</b>
4:50pm	<b>Finish</b>

## **PRESENTER**

Dr. Irena Yashin-Shaw PhD is a voice, speech and communication specialist who works with individuals, businesses and organisations to achieve peak performance in oral and interpersonal communication. Her company, *Speaking Edge*, empowers clients by building confidence in speaking, voice management, and personal power and presentation skills. With a PhD in Educational Psychology and a Masters degree in Adult Education, Irena is an experienced and highly sought after educator who understands what works and why, when it comes to helping people learn and develop.

## **TESTIMONIALS**

Irena provides above and beyond expectation. So much was achieved and time flew. I had more energy leaving the course than when I arrived.

*Michelle Norris – HR Practitioner*

Irena's technique raised my self awareness and really improved my delivery.

*Juliana Fuiza – Assist. Manager. Invest Australia*

This course is a great opportunity to identify your strengths and weaknesses in speaking and presenting. The group environment is supportive and provides varied feedback.

*Carla Dalton - Graphic Designer - Dalton Technology Pty Ltd*

I learnt a great deal about articulation as well as voice projection, good posture, body language and expression.

*Gerda Eilts- Teacher*

The personal feedback received was outstanding. I'd recommend the course to anyone wanting to work on voice, pronunciation and presentation.

*Anne Driver*

As a professional speaker I was really pleased about the number of great ideas I picked up from Irena. The Presentation Skills Course was a fantastic opportunity for me to try out new material and get some honest and constructive feedback.

*Karen Schmidt - Professional Speaker.*

Irena's engaging style and professional expertise made this workshop a really worthwhile experience. I learnt some great techniques for improving my presentation skills while thoroughly enjoying myself. An absolute must for anyone who has to speak in different contexts.

*Shane Allen - CPA*

## Enrolment Form - Powerful Presentations

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to [courses@acorntraining.com.au](mailto:courses@acorntraining.com.au)

**Venue:** Acorn Training Centre: 74 Townshend St Phillip 2606

**Course date:**

**Time:** 9.00 a.m. to 5.00 p.m.

Person 1	_____	e-mail	_____	date	_____
Person 2	_____	e-mail	_____	date	_____
Person 3	_____	e-mail	_____	date	_____
Person 4	_____	e-mail	_____	date	_____
Person 5	_____	e-mail	_____	date	_____
Person 6	_____	e-mail	_____	date	_____

Organisation \_\_\_\_\_ Branch/Division \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone No \_\_\_\_\_ Fax No \_\_\_\_\_

### **Payment Details**

Total price \$545 x \_\_\_\_\_ attendees = \$\_\_\_\_\_ \$495 early bird price (early bird applies up to three weeks before the date of the workshop).

#### **1. Credit Card** (Amex, Diners, Visa, MasterCard)

Name \_\_\_\_\_ Card No \_\_\_\_\_

Expiry date \_\_\_\_\_

#### **2. Invoice**

Signed off by \_\_\_\_\_ Name \_\_\_\_\_

Email invoice to: \_\_\_\_\_

Terms: Payment is due on or before the day of the course. Cancellation is accepted more than seven days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.

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