

Presenting Complex Content Clearly

One Day Workshop

Communicate with clarity. Engage your audience. Be comprehensible and memorable.

People in leadership or executive roles within an organisation often have to communicate complex information which others may find difficult to understand. If this information is delivered in an uninteresting or dry way then people will not remember it and they will certainly not USE it. The key to presenting such content is to make it relevant and engaging for the audience so that people will comprehend and apply it. Find out how in this workshop. Imagine what this could do for workplace productivity and efficiency.

This workshop is designed to provide both 'engagement skills' as well as presentation skills to leaders and executives who deliver complex information in various contexts.

OUTCOMES

By the end of this workshop participants will understand and be able to:

- Maximise audience engagement and retention of content by:
 - Varying the modes of delivery
 - Engaging participants in activities and exercises
 - Using illustrative case studies and examples
 - Demonstrating the relevance of the material
- Switch delivery modes to maintain interest and commitment.
- Effectively vary the nature of audience participation.
- Facilitate comprehension for participants by shifting perspective to the audiences' point of view.
- Use PowerPoint effectively
- Build rapport with an audience through
 1. *Eye Contact*
 2. *Facial Expression*
 3. *Gestures*
- Control nerves
- Project a persona of confidence and clarity even when dealing with complex content.

Participants are to bring a draft of a presentation that they will be delivering in the near future in order to workshop it and immediately apply the principles learnt during the workshop.

THE PRESENTER

Dr. Irena Yashin-Shaw is a communication and cognition specialist who empowers individuals, businesses and large organisations to achieve peak performance in oral and interpersonal communication. She is renowned for her skills in drawing people out of their comfort zone to experience their potential. With a PhD in Educational Psychology and a Masters Degree in Adult Education, Irena is a highly experienced educator and professional speaker who understands what works when it comes to helping people and organisations change, learn and evolve.

TESTIMONIALS

“In Dr. Yashin-Shaw’s training the participants ranged from experienced presenters to those that had never conducted a training session. The training was extremely successful and well received by all participants. In fact, most participants reported that it was the best training they had received to date, describing the training as extremely valuable, useful and practical.

I personally was extremely impressed with Dr. Yashin-Shaw’s attention to detail and enthusiasm for the project. By any measure Dr. Yashin-Shaw is an excellent presenter, trainer and public speaker and I would have no hesitation at all recommending her to other public and private sector organisations. It goes without saying that the training achieved all of our intended outcomes.”

P. Cantwell LL.B Solicitor Assistant Ombudsman – Major Projects Team Office of the Queensland Ombudsman

“Irena, thank you so much for a great workshop. It was delivered so professionally in all aspects and demonstrated great respect for us as adult learners. You model so well what you teach. The format of the workshop was excellent with the right blend of theoretical information and practical exercises. You were able to make participants feel safe while getting them to move out of their comfort zones. I also really appreciated the way you were able to individualise the training even in quite a large group. It takes great skill to make everyone feel special. Particularly useful was the way you helped the participants to plan strategies to transfer the learning to everyday situations. When I attend workshops I always learn not only from the content but also from the way the workshop is conducted. This was such a very positive experience. Thank you.”

Ritva Eronen - Program Educator, ACT Community Care

“This workshop was delivered to staff ranging from senior executive level to project staff that are implementing whole of organisation business improvement initiatives. I attended the training and found it extremely beneficial. Irena was very professional and spent time with participants to elaborate on content and provided sound tips on skill improvements. The feedback received from the other attendees indicated that it was well received and achieved the outcomes being sought. I have since attended presentations prepared by officers that had undertaken this training and notice a marked improvement in the speakers’ style and presentation of the material. I have no hesitation in recommending Irena to other private and public sector organisations.”

SCHEDULE

9:00am		WELCOME AND ICEBREAKER
9.30am	PART 1 Optimising content and information delivery	Engagement Techniques 1 <ul style="list-style-type: none"> ▪ Varying delivery strategies <ul style="list-style-type: none"> ○ Using lectures, large and small group discussions, activities, case studies, questions <ul style="list-style-type: none"> ▪ Effective questioning techniques ▪ Increasing comprehension through active engagement ▪ Creating and maintaining attention ▪ Transforming content to maximise recall and relevance
11:00am		<i>Morning Tea (20Minutes)</i>
11.20am		Engagement Techniques 2 <ul style="list-style-type: none"> ▪ Maintaining a supportive and collaborative environment ▪ Using stories, case studies and examples ▪ Demonstrating relevance of the material to practice. <ul style="list-style-type: none"> ○ Shifting to the audience's perspective ▪ Handling complex text or scripted material
1:15pm		<i>Lunch (35 minutes)</i>
1:50pm	PART 2 Delivery techniques for effective speaking and presenting.	Delivery Techniques 1 <ul style="list-style-type: none"> ▪ Effective PowerPoint ▪ Controlling nerves ▪ Building rapport through <ul style="list-style-type: none"> ○ Eye contact ○ Facial Expression ○ Gestures
3:25pm		<i>Afternoon Tea (20 Minutes)</i>
3:40pm		Delivery Techniques 2 <ul style="list-style-type: none"> ▪ Expressive speaking ▪ Using vocal modulation to convey meaning ▪ The importance of speech clarity & how to achieve it.
4:40pm		How to implement what we've learned. / Feedback/Close
4:50pm		Finish

Enrolment Form – Presenting Complex Content Clearly

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

Venue: Acorn Training Centre: 74 Townshend St Phillip

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 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.