ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP



COMMUNICATION AND INTERPERSONAL SKILLS

Presenting with Confidence

Structure, design and deliver business presentations that are clear, engaging and persuasive.

WHO IT'S FOR

Professionals who present ideas, updates and proposals at work.

DURATION

1 day, or tailored to your needs

FORMAT

On-site: we come to you, virtual or hybrid.

PARTICIPANTS WILL DEVELOP THE SKILLS TO

- Plan a presentation quickly around what your audience needs
- Structure a clear message with a strong opening and close
- Design simple, effective slides and visual aids
- Simplify complex or technical information for any audience
- Manage nerves and deliver with clarity and confidence
- Handle questions, including difficult ones, with composure

ABOUT THIS PROGRAM

Too often a capable person presents forty slides of detail, the key message is buried, time runs out and the decision is deferred. Our presentation skills training focuses on the presentation itself: what to say, in what order and with what support. Participants learn to plan around their audience, build a clear structure, design simple slides, simplify complex information and handle questions with composure. They work on a real presentation, so they leave with one ready to deliver.

Tailored to your organisation

We build in your templates, your typical audiences and the presentations your people actually give, from team briefings to board papers and client pitches.

> "Facilitator is amazing, has a wealth of knowledge, tools and exercises. I really loved it and will set some time aside to go through the whole manual provided.

Participant, City of Casey

Talk to us about this program

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Enquire online