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.

> "Justine was absolutely lovely! The training was fun and informative and I feel like I learnt a lot!"
>
> Royal Victorian Eye and Ear Hospital – Victoria

**Talk to us about this program**

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Enquire online