

# HOW TO DELIVER MEMORABLE PRESENTATIONS

Workshop - 3 hours **\$215.00 plus gst**

One-to-one training (per hour) **\$180.00 plus gst**

Discover how to confidently deliver more dynamic and memorable presentations. Do you experience speaking nerves or dread speaking to groups? At this workshop you will learn to overcome those nerves and plan and create effective presentations in a structured way. You'll receive invaluable resources and templates and become skilled at using proven delivery techniques. Learn how to use your own personal communication style to maximum effect.

#### WHO SHOULD ATTEND:

- ▶ People who speak or present to groups or lead meetings at work

#### BENEFITS:

- ▶ Understand your presentation strengths and how to use them
- ▶ Know the keys to making your message understood and remembered
- ▶ Perform practice exercises to build your skills in private
- ▶ Your own personalised prep-sheet
- ▶ Know your presentation "tool kit" and how to use it

#### TOPICS:

- ▶ Clarifying presentation objectives
- ▶ Preparation and planning
- ▶ Learn strategies to reduce nerves
- ▶ Your voice as a presentation tool
- ▶ Mastering effective body language
- ▶ Ensure the audience remembers your message

#### REGISTRATIONS:

Contact Natalie on 869-1445

Email: [gistraining@bdo.co.nz](mailto:gistraining@bdo.co.nz)

Online: [www.buseducation.com](http://www.buseducation.com)

#### IN-HOUSE TRAINING:

Would your organisation benefit from customised training? We will deliver any of our programmes in-house and tailor them to the specific needs of your organisation.

#### CANCELLATION POLICY:

If a registrant wishes to cancel, five working days notice is required to receive a refund, less a 10% administration fee. If you are unable to give five working days notice, arrangements can be made at the discretion of BDO Training to transfer to another workshop or for another person to attend. Unless such notice is given, full workshop fees are payable and refunds will not be given.

BDO Training reserves the right to cancel or postpone a workshop. At this time you can either:

1. Receive one-on-one training on the workshop topic; or
2. Transfer to another workshop (if you are using a NZTE Capability Development Voucher, please contact the Regional Partner to see if this can be transferred); or
3. Have the workshop fee refunded in full.