



Business



Powerful Presentation Skills in a Hybrid World



2 Day Course



Classroom or Virtual Blended Training



About the Course

 **Classroom:** R 6, 850 Excl. VAT | **Virtual Training:** R 6, 200 Excl. VAT

Do you want to step up your presentation skills to become a confident and relaxed presentations guru?

Standing up in front of an audience is one of the most common fears experienced today. We all wish that we could emulate presenters who thrive on the challenge and relish a captive audience.

The good news is that with some practical presentation skills training it is easy to quickly become a professional and accomplished speaker and presenter.

This 2-day **Practical, Powerful Presentation Skills in a Hybrid World** course will introduce you to a variety of presentation skills ranging from your preparation methods, techniques for grabbing attention, how and where to stand, the best tone of voice to use, working with AV material and dealing with audience interaction.



[View Public Dates](#)



2 Days



Accessible from any Location on any Device



Certificate of Attendance

What you will learn

- Knowing the key elements of all great presentations
- Learning what it is that makes presenters GREAT!
- Researching and planning your presentations properly
- A series of simple steps to a memorable presentation
- Developing a presentation style to WOW an audience
- Identifying and eliminating common bad speaking habits
- Skills for presenting slides and other visual aids, ensuring they are a compliment and not a distraction
- Managing and interacting with your audience –deciding when to shift from speaker to facilitator
- In case of emergency... Techniques for regaining control of your presentation if things go wrong
- Assessing each presentation, you do and learning from it

Who should attend

This course is ideal for any business professional tasked with making presentations, whether they be at department or management meetings, product launches, conferences, stakeholder meetings, supplier meetings or client / prospect meetings.



“A well-presented course, with clear and concise instructions. I learnt several useful presentation techniques that will dramatically improve my presentations in the future.”

- Sales Executive,
SABIC South Africa

Course Programme Agenda

The Key Elements of all Great Presentations

- What we all know – a review of the basics of effective communication
- A powerful message is not always enough – learning an array of vital techniques to enhance your presentations message
- Making your presentations “Eduaining” – creating excitement without losing the focus and impact of your message
- Identifying easy-to-use methods for holding your audience’s attention throughout your presentation

Learning what makes Good Presentations GREAT!

- Discovering the key to all great presentations – know the objective
- Identifying what all good presentations have in common – entertain, inform and persuade
- Learning how to identify your audiences needs accurately and ensure that your presentation addresses those needs
- Delivering memorable introductions and conclusions guaranteed to resonate with your audience
- Using the right media to enhance your presentation
- Identifying proven techniques to elicit feedback from your audience
- Learning what all great presenters strive for – stir the audience to action

Researching and Planning your Presentation

- Determining your Objective – what you want your presentation to achieve
- Knowing your audience – are they informed or uninformed, friendly or unfriendly?
- Examining some proven strategies to make your audience friendly and informed
- Listing all the questions that your audience is likely to ask – especially the difficult or awkward ones
- Learning how to use these questions as a guide to develop a professional presentation
- Explore the importance of good document design, fonts and graphics

Constructing a Memorable Presentation

- Learning a systematic, logical method to develop a great presentation
- Discovering ways to “prune” your information to ensure that only the most pertinent points are covered
- Making sure your presentation has a logical flow that can be easily followed by your audience
- Learning how to create an introduction that is short, relevant and arresting – discover 7 proven techniques for developing an “arresting introduction”
- Understanding the importance of ensuring that your conclusion mirrors your introduction – ensure the audience retains your message
- Ensuring that your conclusion stirs your audience to action!

Skills for Delivering your Presentation Professionally

- Identifying and developing your own personal presentation style
- Discovering breathing techniques to help you think clearly and present with a steady voice
- Learning proven secrets to improve your stance and eliminate bad habits
- Understanding the power of Anecdotes – create mini “movie clips” for your audience
- Using the impact of silence – making your statements more powerful
- Developing and using your voice pitch, tone and inflection to keep interest and generate enthusiasm
- Discovering your own presentation habits – and eliminating those that distract the audience or detract from the professionalism of your presentation

Integrating Slides and Visual Aids into Your Presentation

- Learning the best way to use Visual Aids to enhance your presentation
- Understanding how too much AV can actually detract from your presentation
- Discovering the most effective ways to use slides to add value to your presentation
- Identifying some practical tips to follow to create professional slides
- Learning the most effective ways to make use of hand-outs to add impact to your presentation

Managing your Audience – When Speaker Becomes Facilitator

- Making a conscious effort to listen to your audience
- Using reflection to ensure that you understand what the audience is asking
- Discovering the power of questions – open vs. closed questions and how they can be used effectively
- Taking and dealing with hostile or awkward questions from your audience, before, during and after your presentation
- Identifying the most common “difficult people” you will encounter
- Learning proven techniques to deal with these difficult people and ensure that your presentation remains on-track

Analysing Presentation Challenges and Learning the Solutions

- Manage the minutes - sticking to time frames
- Detecting if your audience is bored and how to breathe new life into your presentation
- Manage electrical / AV failure - Using Ad hoc exercises or audience interaction to buy time
- Having a list of reference material where you can direct audience members if you are unable to answer a specific question
- Memory loss or blanks – the use of back-up “crib notes” or using your AV slides as prompts
- Keeping the focus – practical tips to cut short questions and feedback that is threatening to side track your presentation



Short Course Training Formats

We offer 2 Short Course Training Formats, to fit in with your staff development and upskilling objectives.



Public Training

Public training is the ideal choice to develop a specific skill, and it gives employers the opportunity to pre-plan staff training in advance. Every month, we pre-schedule various short courses for the public.

*Classroom training (Johannesburg only) and Blended / Virtual Training (nationwide) is available.



Onsite / In-House Training

Have a group of delegates and want a tailored organisation-specific training solution? Onsite training is the perfect choice! We can customise your staff training to meet your organisation's needs on a date and at a venue that suits you.

*Classroom training (nationwide) and Blended / Virtual Training (nationwide) is available.

Blended training is available on these popular platforms:



Benefits of this Short Course



Staff Acquire Vital Skills



Increases Efficiency and Productivity



Motivates and Empowers Staff



Future-Proofs your Workforce's Abilities



Immediate Impact on Job Performance



Can lead towards a Competitive Advantage



Can Count towards your B-BBEE Score



Provides a Great Networking Opportunity

Features of this Course



Accessible from any Geographic Location



Expert Facilitators



Practical and Intensive Sessions



Researched to Meet Workplace Demands



Skills you can 'Plug-and-Play' into the Workplace



CBM On-Demand

Training when YOU need it!

No public training short course scheduled on a date when you need it most? No problem. With **CBM On-Demand** we can schedule any course you want, for as many delegates as you need, when YOU want to!

All you need to do to arrange your 'On-Demand' course is to get in touch with us on (011) 454 5505 or email cassidy@cbm-training.co.za. Let us know what your skills development requirements are and we will then arrange your On-Demand course, when YOU need it.



Interested? Here's the Next Step



SIGN UP NOW AND SECURE YOUR PLACE

1. [Click here](#) to register online.
2. Select the training methodology you prefer and the date you would like to attend.
3. Click "make a booking" and fill out the quick online registration form.
4. Choose your payment method to finalise the booking and pay via EFT or credit card.

OR

Click on the buttons below to get a cost estimate before booking.

[Work out a Cost Estimate](#)

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HAVE ANY QUESTIONS?

Our professional customer support team is eager to assist and provide you with comprehensive advice and recommend effective skills training solutions.

[Click here](#) to start a live chat with an agent *(available during business hours only)*.

Alternatively, call us on +27 (0)11 454 5505 or email info@cbm-training.co.za.

ACCREDITATION AND B-BBEE



CBM Training holds full institutional accreditation status with the Services SETA – accreditation number 0057.



CBM Training has a B-BBEE Level 2 certificate. We have been evaluated and audited by the BEE Verification Agency.

GET IN TOUCH

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