

# The Complete Presenter

## Speak with Power and Persuasion

### 2 DAY

### SMALL GROUP TUITION & COACHING

Personalised tuition from **Brian Greedy**, leading communications coach and speaker. Risk free, practical and supportive program delivers rapid results.

**If you present to 5 or 500, you can survive and thrive in every speaking situation. Stand up, speak out and make a positive impact every time.**

#### Essential Leadership Skill

Speech keeps the wheels of business turning, what you say and how you say it will determine how seriously people will take on board your ideas and the action they take. Every presentation delivers a powerful public relations statement either positively or negatively on your behalf.

#### The Power of Presentation

When it comes to getting action and swaying opinions, one sparkling presentation is worth five arguments in a discussion, 30 emails and 50 face to face meetings.

Not all of us are called upon to deliver an earth shattering presentation to the nation, but we all have moments when the spotlight is on us.

In business today outstanding presentation skills provide an exceptional platform to fast track new levels of professional and personal success. Strong presentation skills can advance a career. Poor presentation skills can ground a rising star. If you want career development you need this program.

#### Practical, Powerful, Personalised Coaching

Our two-day presentation skills course will give you the action points to maximise your message impact,

sharpen your delivery influence skills and increase your credibility with colleagues and clients.

From dynamic introductions to powerful closings you'll learn how speak out with confidence and deliver winning presentations. The results will lead to a significant and observable increase in audience acceptance of your ideas.

Even if you have some experience in making presentations this program will strengthen existing skills for greater impact power and influence.

No matter how good or important a message, if it's not delivered in an interesting and effective way, chances are it won't be heard at all.

#### Tailored to your Needs

If you choose you can bring along a short presentation to use on the program. You'll work through a range of practical presentations, supported with video review and feedback.

Your individual presentation style is assessed for enhancement and throughout the program you'll gain a wide range of practical experience.

You'll communicate more powerfully and confidently with skills you can apply immediately. Your ideas will not just be heard, they will be acted upon.



#### Presented by Brian Greedy

Award winning key-note conference speaker and one of Australia's leading professional trainers in presentation skills. Brian works with clients in all states and each year delivers over 180 speeches, seminars and workshops.

He brings to this program great experience and outstanding success in presentation coaching and conference speaking. He is the author of acclaimed CD audio learning programs including "Presenting with Power, Punch & Pizzazz" and the professional presenter's resource "The Complete Presenter"

**"No Skill can open more doors, create more viability and provide more power than speaking before a group"**

**Want to know more?**

#### You can...

Listen to Brian's short audio download at [www.briangreedy.com](http://www.briangreedy.com)

#### Personalised Coaching and Tuition

Each program has a maximum of 10 participants.

#### Use Brian Greedy in-house

Yes, Brian conducts in-house training and personalised coaching. Any group size and time frame can be accommodated Phone (08) 9204 4123 or email [info@briangreedy.com](mailto:info@briangreedy.com)

#### If you want people to sit up, listen and then take action at:

- ✓ Conference presentations
- ✓ Corporate briefings
- ✓ Technical presentations
- ✓ Board presentations
- ✓ Policy briefings
- ✓ Industry forums
- ✓ Quality groups
- ✓ Public meetings
- ✓ Training sessions

**This is the program for you!**



**Brian Greedy  
Business Solutions**

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# The Complete Presenter

## All the skills you need for success

### PROGRAM CONTENT

#### Analysis of Presentation Style

- Feedback of effectiveness of delivery styles
- Opportunities identified for enhancement
- Styles to match audience expectations
- Individual presentation strengths and weaknesses
- Common success factors
- "Likeability factors" to quickly win the audience
- Audience turnoffs
- Unconscious actions that sabotage your credibility

#### Audience Awareness, Needs and Expectations

- Questions to ask about any audience
- Different audience types and motivations
- Managing the audience expectations
- How audiences process information
- Developing greater command with your audience
- Adapting material to meet audience needs
- How to maintain interest and attention
- Presenting to difficult audiences

#### Preparation Planning

- Setting the outcome priorities
- How to identify the must present content
- Steps to save hours of preparation time
- How to write content to express and connect
- Issues to avoid or minimise
- Tailoring examples and issues to the audience
- Powerful structure options
- Designing the visuals and PowerPoint
- Planning the audience take away impact
- Preparing hand-out supports

#### PowerPoint and Engaging the Audience Visually

- Analysis of visual impact in presentation
- How to integrate PowerPoint to support the content
- How to avoid "Death by PowerPoint"
- 29 keys to effective PowerPoint presentation
- Body projection, gesture and animation
- Microphone and presentation stagecraft
- Influencing the audience with voice projection

#### Presentation Projection, Style and Language

- Applying structure and style for impact
- Using language for clarity and influence
- Keys to reinforce the major message
- Voice projection to build interest
- Develop light and shade effectively
- Using language to create powerful word pictures
- How to add spice and build in humour
- How to use gesture to punctuate your presentation

#### Managing Question & Answer Sessions

- The need for advanced planning & preparation
- What to do when you don't understand the question
- When and how to rephrase the question
- Answering the tough questions
- Dealing with hecklers and difficult individuals
- What to do when you don't know the answer
- How to deflect inappropriate questions

#### Presentation Options

- Coping when called upon to adlib
- Planning question & answer sessions
- How to create audience involvement
- How to structure & deliver interactive sessions
- Skills in delivering small group sessions
- Conference & large group presentations
- How to prepare a speech script
- How to deliver a written speech with style and pizzazz

#### Presentation Process

- The need to manage your own introduction
- How to create openings to capture immediate attention
- How to link body copy and keep on track
- How to prepare and use effective notes
- The value of anecdotes, quotes and stories
- Talking in "headlines" and "one-liners"
- Using audience benefits to maintain interest
- How to close the presentation for maximum impact
- Timing and rhythm, tips from the experts

### PROGRAM FORMAT

**This is a results driven program with skills development through involvement.**

**Presentations are recorded on video, followed by constructive feedback and individual coaching in a risk free and non-competitive environment.**

**The program is guaranteed to deliver real skills and confidence in every speaking situation.**

Visit [www.briangreedy.com](http://www.briangreedy.com) for more details, client list and testimonials

