



## **THE MEETING ROOM**

*TRAINING PROGRAM*

### **Presenting with Confidence**

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## ***Presenting with Confidence***

### **Program Description**

This program develops the skills and knowledge required to deliver presentations with personal confidence in a professional context.

It applies to individuals or teams who are required to present to others in an authentic, persuasive and confident manner. Such individuals or teams will build rapport with their target audience to foster engagement with their material and more genuine person to person connection.

### **Training Context**

Learners will work on both individual and group based activities in a face-to-face delivery context. Teaching approaches will involve a combination of both individual and group based practical activities, discussions and peer-to-peer observations.

### **Outcomes and Delivery Content**

<b>OUTCOMES</b>	<b>DELIVERY CONTENT</b>
<i>Outcomes describe the individual learning objectives.</i>	<i>Delivery content describes the teaching approach, activities and content required to achieve the outcome.</i>
<b>Develop a sense of spontaneity and freedom</b>	<ol style="list-style-type: none"> <li>1. Group introductions</li> <li>2. Group games and ice-breakers</li> <li>3. Creative impulse and improvisation activities</li> </ol>
<b>Address common challenges in presenting to an audience</b>	<ol style="list-style-type: none"> <li>1. Group discussion of personal experiences of presenting</li> <li>2. Discuss principles of learned confidence</li> <li>3. Discuss principles of the acceptance of fear and its source as energy in performance</li> </ol>
<b>Engage the voice and body to communicate with energy</b>	<ol style="list-style-type: none"> <li>1. Vocal techniques to create energised sound</li> <li>2. Physical techniques to activate the body</li> <li>3. Group exercise to use body and voice to energise the space</li> </ol>
<b>Communicate authentically with another person</b>	<ol style="list-style-type: none"> <li>1. Partner connection activities</li> <li>2. Sharing of personal story with partner</li> <li>3. Listening and remembering activity</li> </ol>

OUTCOMES	DELIVERY CONTENT
<b>Present a story in a group environment</b>	<ol style="list-style-type: none"> <li>1. Group presentation of another's story</li> <li>2. Discussion on effective elements to engage an audience</li> </ol>
<b>Deliver a presentation to an audience</b>	<ol style="list-style-type: none"> <li>1. Preparation of a passion speech</li> <li>2. Individual presentation of passion speech to a group</li> </ol>
<b>Reflect on feedback to improve presentation skills</b>	<ol style="list-style-type: none"> <li>1. Group discussion on effective elements of presentation</li> <li>2. Diagnostic feedback from trainer on areas for further development</li> </ol>

## Schedule of Indicative Group Costs

*Note: Costs provided here are indicative and may be negotiated, and/or be subject to change to suit the specific context of the learner group, venue requirements, adjustments to outcomes or delivery content or other factors that may impact cost.*

Number of learners	Session duration	Facilitators	Session cost guide
4 persons or less	2.5 hours	1	\$895 (+GST)
5 – 10 persons	3 hours	1	\$1395 (+GST)
11 – 20 persons	3 – 4 hours	1 - 2	\$1895 (+GST)
21 – 30 persons	3 – 4 hours	2	\$2295 (+GST)
31 – 50 persons	3 – 4 hours	2 - 3	\$2795 (+GST)
50+	<i>By negotiation</i>		

## Related Training Programs

Program Title	Program Description
<p><b>Creativity, Connection and Teamwork</b></p>	<p>This program develops the skills and knowledge required to actively contribute to team effectiveness through greater empathy, trust and collaboration.</p> <p>It applies to individuals who are required to work within a team context where the fostering of mutual respect, empathy and effective collaboration is required. Such individuals will seek more to understand others, gently challenge personal comfort zones and develop a sense of self within a team identity.</p>
<p><b>Coaching and Leadership for Supervisors</b></p>	<p>This program develops the skills and knowledge required to apply coaching and leadership skills to actively guide, effectively communicate with, and counsel others.</p> <p>It applies to individuals who are required to provide guidance and direction to employees, and who undertake supervisory and leadership roles within organisations. Such individuals will communicate with respect, fairness and clarity whilst working toward constructive outcomes which serve both the individual and organisation.</p>
<p><b>Communication and Conflict Resolution</b></p>	<p>This program develops the skills and knowledge required to deescalate conflict and work toward negotiated outcomes.</p> <p>It applies to individuals who are required to respond to situations of conflict from customers or staff, and are in either leadership or front line positions in organisations. Such individuals will communicate with respect, calmness and clarity whilst working to deescalate conflict and negotiate mutually satisfactory resolutions.</p>