

# Effective Communication

## Who Should Attend?

Those who have interaction with internal or external stakeholders as part of their role. Managers, Team Leaders, Project Leaders, Executives, Account Managers and other client facing staff would all benefit from the **Effective Presentations** course.



## Course Outline

The **Effective Presentations** course looks at the techniques required to design, demonstrate and deliver professional presentations with pizzazz and confidence. It arms participants with proven skills to help engage their audience and successfully convey messages to a group of peers, or clients. A variety of learning techniques including: classroom theory, role play, brainstorming and participatory practice are used to ensure the course achieves its set objectives, and adds real value to the participant's skill set. At the conclusion of the course participants are required to deliver a ten to fifteen minute presentation. These presentations will be videoed and evaluated.

## Course Details

<b>Course Fees</b>	1-5 participants - \$795 per attendee 5+ participants - \$595 per attendee
<b>Duration</b>	1 full day – delivered over two ½ Day sessions
<b>Dates</b>	Book a course directly with HeadStart, or for latest course details visit <a href="http://www.headstartgroup.com.au">www.headstartgroup.com.au</a>

## Course Code – HS011

## About Us

**HeadStart** possesses over twenty years of professional development, training and HR experience. We offer a range of practical training solutions based on increasing corporate efficiency and developing key skill sets. Our facilitators integrate a blend of corporate experience and 'industry best' training principles, ensuring our courses deliver the desired outcomes.



## Course Modules

- Preparing and planning professional presentations
- Understanding your audience
- How to structure a professional presentation
- Effective use of notes and other aids
- Communication – what, how & why?
- How to anticipate, handle and respond to questions
- Why we should rehearse our presentations
- How to use your voice, body language and gestures
- How to master your nerves
- Role play and presentation evaluation

## Course Outcomes

At the conclusion of this course, participants will be able to:

- Create and deliver professional presentations
- Display effective communication skills
- Understand and engage their audience
- Demonstrate improved oration and confidence in a public speaking forum



## HeadStart Group

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