

Presentation Skills 1

Friday 26 March 2010

Who should attend?

This one day course is designed for people who want to know the basics of how to effectively presenting proposals or recommendations. It is also highly recommended for people in any role that may be considering presenting in the future or who may like to gain knowledge for future presentations whether that be internally or externally.

The Course

Whether you are presenting proposals or recommendations, your ability to present is crucial. This practical one day presentation skills training workshop is for people who want to present effectively and inspire their audience to take action. Some of the key points covered are setting clear presentation goals, how to prepare and structure a convincing presentation, deliver a presentation using appropriate body language, speech, voice and visual aids, building a rapport and engaging the audience, overcoming nerves and making best use of your performance and the ability to handle questions effectively.

The Presenter

Graham Hobbs has extensive experience in Human Resources Management in a number of environments. Supporting his broad based Human Resources knowledge is a background that includes experience in both the Paper and Packaging Industry and Education combined with post-graduate qualifications that enhances his ability to analyse situations and develop solutions that enable improved alignment of people and business objectives.

Course Overview

- 08:45 Registration
- 09:00 Introduction and welcome (reason for attendance, desired outcomes, previous experience)
- 09:30 Theory: how to present, structure, "do's and dont's", how to use media, how to engage the audience
- 10:30 Morning Tea
- 10:45 Preparation for a 5 minute presentation. Material on a topic of interest will need to be brought to the workshop.
- 11:45 More Theory: Use of PowerPoint, "3 Lenses", body language
- 13:00 Lunch
- 14:00 Practice presentations and feedback
- 15:15 Afternoon Tea
- 15:30 Practice presentations and feedback
- 16:30 Wrap up, feedback
- 16:45 Close

Appita, the association serving the Australia and New Zealand pulp and paper industry since 1947
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Registration Form

Presentation Skills 1

Friday 26 March 2010 Melbourne

Name: _____

Position: _____

Company: _____

Address: _____

Postcode: _____

Phone: _____ Fax: _____

Email: _____

Appita Member Yes/No Membership No

METHOD OF PAYMENT (please tick)

Cheque Credit Card Direct Debit

CREDIT CARD DETAILS:

Visa MasterCard American Express

* Please note: VISA & MC incurs a 3% and AMEX a 4% surcharge.

CARD NUMBER: _____

EXPIRY DATE: ___ / ___

NAME ON CARD: _____

Fee (incl GST): Member AUD 380.00 Non-member AUD 460.00

Non member multiple rate (five or more from one company) 10% discount

DIETARY OR OTHER SPECIAL REQUIREMENTS? : _____

A Confirmation Advice/Tax Invoice will be sent on receipt of the Registration form.

PLEASE RETURN by **Friday 12 February 2010** TO: Appita, Suite 47 255 Drummond Street, CARLTON VIC 3053,

Tel: (03) 9347 2377, Fax: (03) 9348 1206, Email: admin@appita.com.au

Information

Course Fees (Inc. GST)

Appita Members: AUD 380.00 Non-Members: AUD 460.00
Non-member multiple rate (five or more registrations from one company): 10% discount.

Appita Membership benefits apply from the time we receive your Application Form. Persons submitting a Membership Application Form with the course registration form will receive the member discount.

Included in the fee

All catering, folder of course notes, and stationery.

Venue

University College, College Crescent, Parkville, Melbourne
Melway Map reference Map 2B, C3

Cancellation policy

Appita reserves the right to charge registrants a fee if they cancel after registering and making payment. For cancellations less than two weeks prior to the course a 15% cancellation fee will apply, and for less than one week prior the fee is 25%. **No refund will be given for non-attendance after the course has commenced.**

Disclaimer

The course outlined in this brochure is planned to be held at the time of publication of the brochure. Appita reserves the right to cancel the course or alter the contents of the course. Every attempt will be made to inform interested parties of any changes.

Additional Courses

Appita is the industry Association — your Association. Our goal is to provide career development opportunities for operators, production and maintenance people throughout the industry. Help us to help you. If you have the need for a particular course, let us know! If we can put a suitable course together and break-even financially at least, we will consider it. We will even run a course at your site. Tell us what you need.

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