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COURSE TITLE	Present for Success A 3 Workshop <i>Can be extended to incorporate Phases 4,5 and 6 – see below</i>		
EXEC SUMMARY	<p>This Speechmaking and Presentation Skills Workshop is designed to equip delegates with the knowledge and skills necessary to design, prepare and deliver a presentation that will achieve the desired end results of: - Motivating, Inspiring, Convincing, Persuading, Informing or entertaining the audiences they address.</p> <p>This Workshop assumes that the delegates are already familiar with (but not necessarily proficient) basic speaking skills and now want to hone these and want to learn how to "Deliver Winning Presentations".</p> <p>In addition this workshop has been specifically customised for Telkom to Include an additional Module on Technical Presentations</p>		
CATEGORY	Workshop	IDEAL AUDIENCE "Who Should Attend"	All People who need to do presentations as part of their positions in business and organisations Including:- Managers, Leaders, Sales Professionals and Marketers - as well as all those aspiring to these positions - and wanting to be successful in delivering their points of view in the best possible way. This Workshop is intended for people that want to learn and use the skills practically afterwards Delegates will be called upon to speak and practice as we progress and Sitting Out is Not an Option So Come Prepared to Speak.
DURATION 1	2 days Workshop and		
DURATION 2	1 day for Presentations		
MINIMUM DELEGATES	Minimum 10 to create interaction & sharing		
MAXIMUM DELEGATES	To allow all delegates to present their speeches etc the numbers are limited to a Maximum of 20		
PRICING STRUCTURE	➤ As Per Agreement		
NQF LEVEL	➤ 5 +	CREDITS	➤ 5 +
Unit Standards Alignment	➤ ID 10055 – Present data to stakeholders ➤ ID 10074 – Present a range of products and services		

Present for Success	
PRE – Workshop WORK	<ul style="list-style-type: none"> ➤ Speaking & Presentation Skills Self Assessment <ul style="list-style-type: none"> ⇒ Preferably done before the seminar ⇒ Identifying Delegates / Groups Needs ⇒ Attitude to Speaking & Presenting ➤ Presentation during the Seminar – prepared “Before” the course begins so you are not “caught” off guard. <ul style="list-style-type: none"> ⇒ One 2 Minute “Introduce Yourself” Speech ⇒ One 2 Minute “Surprise” Impromptu 2 Minute Speech ⇒ One 15 - 20 Minute Business Presentation
What’s In It For ME? (What you will gain/learn)	<ol style="list-style-type: none"> 1. At the end of this course you will have covered and learnt the skills that will enable you to develop and deliver Speeches and Presentations to an audience. 2. To conduct meaningful Audience Analysis 3. Researching, Writing and Developing the Speech/Presentation 4. To decide on the best delivery tools to use 5. Understanding Speaking Skills 6. Understanding Presentation Skills 7. Understanding Technical Presentations 8. Creating a Business Presentation 9. Present at least 2 short speeches 10. Present a 15 to 20 Minute Business Presentation for Evaluation (day 3)
BRIEF OUTLINE	<p>Workshop Introduction</p> <ul style="list-style-type: none"> • Evaluating a Speech & Presentation <ul style="list-style-type: none"> • What is Evaluation • Giving Valuable and Growth Feedback to others • The Evaluation Score Sheet • Your Introduction Speech/Presentation <ul style="list-style-type: none"> • Present it • Getting Feedback • Self Assessment <p>Phase 1-Speech & Presentation Writing and Development</p> <p>The planning, research and creative process. Writing the speech for the audience’s needs and not just a generic “canned” speech.</p> <p>This module covers the following topics:--</p> <ul style="list-style-type: none"> • How we communicate • Types of Speaking • Types of Presentations • Presentation Development Steps • Speaker Credibility • Audience Analysis • Speech Purpose

- Speech Structure
- Research
- Writing / developing the speech
- Words, Language
- Humour and Drama
- Time
- Notes

Phase 2 -The Speaking Skills

Understanding the core elements and practical speechmaking such as controlling nerves, eye contact, body language, voice projection, vocal variety, note management etc

This module covers the following topics:--

- How we communicate
- Seekers vs. Avoiders
- The 14 Speaking Fundamentals
- Venue Considerations
- When Murphy Strikes
- Speakers Notes
- Practice

Phase 3 – The Presentation Skills

PowerPoint, Using Props, Data Projectors, and other Presentations Tools rather than just Verbal Speeches

This module covers the following topics:--

- Presentation Purpose
- The 18 Presentation Tools
- Creating the Presentation
- Slide Preparation Tips and Pitfalls
- Screen Grabbing
- Basic Multimedia
- Audience Questions
- Handling Difficult People
- Handouts
- Presenters Goodie Bag

Day 3 Presentations Day

- Note: - You will present your own 15 to 20 minute business or personal presentation to all the delegates on the course with you
- You will then receive live feedback and evaluations from the course presenter and all the other delegates.
- This session may be video recorded depending on the requirements and facilities.

Phase 4 – Multimedia Presentations - 1 Day Optional

Note Phase 4 is not included in the standard 3 day workshop but may be added by arrangement.

This module covers the following topics:-

- Venue Management
- Stage Management
- Laptops
- Data Projectors
- Remote Presenter Mouse
- Video
- Digital recorders
- Sound and Speakers
- Microphones and Techniques
- Props
- Goodie Bag

Phase 5 - Specialised Presentations – 1 Day Optional

This phase is usually a separate add on to the 4 phases above.

These would include in depth and customised training in subjects such as:

- Technical Presentations
- Sales Presentations
- Presenting Reports & Budgets,
- Boardroom Presentations,
- Financial Presentations,
- Speaking on TV
- Wedding Speeches
- Others as per arrangement and needs

Phase 6 - Career Presentations Skills– 1 to 2 Day Optional

These workshops are a natural follow on for some speakers who are wanting to learn add-on skills and make a career in speaking and training.

These Modules Include:

- Train the Trainer (2 Days)
- Facilitation Skills (1 Day)

Workshop Close