

# The Effective Speaker

Become a more Confident Engaging and Influential Presenter



## Create Engaging Content

Learn how to use the Effective Speaking SpeakerMap™ to quickly create an engaging presentation.

## Design Stimulating Slides

Discover the alternatives to “death by bullet-point” and transform your slides to engaging visual content.

## Manage your Nervousness

Learn how to manage your feelings of nervousness and stage-fright.

## Deliver with Impact

Speak to a group with the confidence and ease with which you speak when you’re communicating one-on-one.

## Handle that Audience

Learn how to handle any curve-balls the audience throws you!



## Choose WHAT you'll learn

There are two major ingredients that contribute to a successful presentation – Preparation and Delivery.

You can attend training just on the preparation process – or both preparation and delivery.



## Choose HOW you'll learn

Are you up for delivering to the whole group and getting feedback and coaching? Or would you prefer to observe and occasionally practice along with everyone else?

You choose.



## Choose how much TIME you'll commit

Each live section (there is also a bonus online component) is a day long. If you're pressed for time, just attend the Preparation day.

NB: if you wish to attend the Delivery day you must also attend the Preparation day.



## Choose WHAT you'll pay

Three pricing options available.

Special rates available to Effective Speaking community members. Join the community at the site.

# Choices and Options

## 1. What do you want to learn?

Choose to attend just the **Preparation Day** or add on the **Delivery Day**.

## 2. How would you like to participate?

Be either an **Observer**, (practice the ideas and techniques you've learned in pairs at the same time as everyone else) or **Presenter** (leave your comfort zone, present to the entire group and receive video-based one-on-one coaching.)

### These choices result in three options:

1. Attend Preparation Day only
2. Attend the Preparation Day and the Delivery Day as an Observer
3. Attend the Preparation Day and the Delivery Day as a Presenter.

Members of the Effective Speaking community get a reduced rate. [Join the community here](#).

\* on the Preparation Day, the Observer / Presenter distinction is irrelevant . Prices shown do not include GST.

# 2018 Dates and Venues

## Wellington

July 2018 dates coming soon

## Auckland

July 2018 dates coming soon

Want us to run this course in your city?

Contact us at: [info@effectivespeaking.co.nz](mailto:info@effectivespeaking.co.nz)

# Preparation Day



## Preparing What You're Going to Say

Learn how to use the Effective Speaking SpeakerMap™ to quickly create an engaging presentation.

You'll learn how to:

- reduce the research you put in to your talk
- ensure your content is of interest to the audience
- help your audience remember and act on your message
- quickly organise your material into a logical order.



## Preparing What You're Going to Show

Discover the alternatives to “death by bullet-point” and transform your slides to engaging visual content.

You'll discover:

- how to use graphic animation to reinforce your point
- secret keyboard techniques to enhance your presentation
- how to avoid creating slides that irritate your audience
- free and inexpensive web resources that will enhance your PowerPoint shows.



## Preparing How You're Going to Feel

Learn how to manage your feelings of nervousness and stage-fright.

In this session you'll:

- identify the root causes of your nervousness
- discover how to reduce the nervousness you feel
- learn how to cope with the nervousness you feel
- start to enjoy speaking in public.



“In August I was asked by our CEO to give a presentation to the Board of Trustees. I prepared myself with your SpeakerMap™. I got fantastic feedback and heard that the Board were very impressed with me. This presentation has been the highlight of my year!”

**Clarissa Wallace**, Training Coordinator, Taratahi Agricultural Training Centre

# Delivery Day



## Before You Go On

Rehearsal and Memory Tricks to feel totally prepared.

You'll learn how to:

- why you don't like rehearsing and how to get over it!
- how to maximise the time you have to rehearse
- how to remember the order that items come in
- ways to manage your notes
- the sad truth about using PowerPoint as your notes
- how to recover from mind-blanks.



## Deliver with Impact

Speak to a group with the confidence and ease with which you speak when you're communicating one-on-one.

You'll discover:

- how to naturally pace your presentation and stop rushing
- the technique that virtually eliminates "ums and ahs"
- how to stay on track without being glued to your notes
- how to look confident and in control
- ways to engage your audience at an emotional, as well as logical, level.



## Handle Whatever the Audience Throws You

You can plan and rehearse your presentation. But can you handle the audience?

In this session you'll discover:

- the fail-proof strategy for handling people who chat to each other
- how to handle distractions without turning a hair
- how to deal politely with people who interrupt you constantly
- how to handle an angry audience member without losing your cool.



"Five years ago, I was a living, breathing example of the fear of public speaking. My company sent me on your course and it helped in heaps of ways.

I now feel relaxed and confident giving presentations and most surprisingly of all I actually ENJOY doing them! "

**Andy Williams**, Senior Adviser, Medical Assurance Society

# How will you Participate?

## Choose one of these options:

(Delivery Day only)



### Presenter mode

This is for you if you're willing to leave your comfort zone and be stretched. Not just for experienced or confident speakers, choose this option if you really want to maximise your experience on this course.

In a totally safe environment you'll:

- deliver a short presentation to the whole group
- receive feedback from the group and trainer
- receive "masterclass-style" one-on-one coaching
- your presentation and coaching are videoed for later review
- practice audience management techniques from the front of the room.



### Observer mode

If you're not quite ready to head to the front of the room for video-coaching, then this is the option for you.

You'll participate by:

- practicing the delivery techniques you learn in pairs or threes
- seeing the improvements presenters achieve from their coaching
- analysing the techniques being taught and giving feedback to the presenter.

For more details and registration head to:  
[www.theeffectivespeaker.co.nz](http://www.theeffectivespeaker.co.nz)

or contact:

Effective Speaking – 04 528 4561 – [info@effectivespeaking.co.nz](mailto:info@effectivespeaking.co.nz)