



TRAINING SESSIONS

**PURSUIT**  
PEOPLE SOLUTIONS

**LUNCH & LEARN**

## Tips and Techniques for Great Presentations

### COURSE OBJECTIVE

For participants to have an understanding of the key elements of designing and delivering a presentation that hits the mark.

### COURSE CONTENT

- 3 elements of a great presentation – content, design, delivery.
- A simple formula for structuring presentations.
- Top and tailing your presentation for impact.
- Using your body and voice to get your message across.
- Appendix tips on slide presentations, handling the audience and answering questions.
- Wrap up and Evaluation sheets.

### WHO SHOULD ATTEND? *Anyone who would like to:*

- Have a simple workable structure for preparing presentations.
- The skill to top and tail presentations so that they are more impactful.
- Use their voice and body language more effectively.

### COURSE RATIONALE

This session will give participants a simple structure for preparing all types of presentations quickly and easily. We focus on both the design and delivery of impactful presentations.

**CALL TODAY**  
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