



Peak Services delivers deep expertise in the local government sector.  
We understand the business of councils. Challenge us.

## PRESENTATION SKILLS – 1 DAY COURSE

AUDIENCE	SHORT COURSE TOPICS	LEARNING OUTCOMES
<p>This Presentation Skills workshop will teach you how to prepare quickly, utilise the best method for delivering your message, and maintain audience interest at all times.</p> <p>Positioning yourself and your ideas in a consistently positive and professional manner enables you to make a professional impression — the first time and every time.</p>	<ul style="list-style-type: none"><li>• Creating the program</li><li>• Choosing your delivery methods</li><li>• Verbal Communication Skills</li><li>• Non-verbal communication</li><li>• Overcoming nervousness</li><li>• Creating Fantastic Flip Charts</li><li>• Creating Compelling PowerPoint Presentations</li><li>• Use your whiteboard</li><li>• Adding video and audio</li><li>• Adding humour</li><li>• Wrap it up</li></ul>	<p>This program can benefit anyone who presents; a trainer, a meeting facilitator, speaker, or seminar discussion leader.</p> <p>No matter which role you are assuming, this workshop will help you become more efficient and proficient with the skills of providing information to others.</p>



COURSE DETAILS	
<b>Delivery</b>	<p>Our instructor-led training course provides participants with an interactive session including group discussions, case study reviews and Question and Answer sessions.</p> <p>Our trainers can customise or tailor the course to your specifications or needs and deliver in-house providing you with a cost-effective and efficient training session.</p>
<b>Duration and Location</b>	<p>Our standard structure for this course is 1 full day and can be delivered in any metropolitan or regional area of Queensland.</p> <p>Customisation is available based on individual council requirements.</p>
<b>Fees and Inclusions</b>	<p>Our training course will include:</p> <ul style="list-style-type: none"><li>• Instructor-led training</li><li>• Statement of Attendance</li><li>• Course Workbook</li></ul>

**PLEASE CONTACT PEAK SERVICES  
FOR COURSE FEES OR A PROPOSAL  
FOR ONSITE/IN-HOUSE  
TRAINING PROPOSALS**

**REGISTER NOW  
07 3000 2148  
FIND OUT MORE  
[training@wearepeak.com.au](mailto:training@wearepeak.com.au)  
[wearepeak.com.au](http://wearepeak.com.au)**