

Professional BUSINESS PRESENTATIONS

Expertise in Expressive, Persuasive and Dynamic Presentations



Course leader:
Dr. Paul Donovan

WHY THIS COURSE ?

Your most critical skill is your ability to communicate successfully with others. Making presentations is one way.

Business is won and lost through presentations so the bottom-line in organisations can be affected by the quality of these presentations.

Excellent presenters can influence and persuade by making a superb presentations.

This skill can be learned through this intensive 2day course which is currently not available anywhere else.

OUTCOMES

Participants will be able to:

- Set outcomes for their talk
- Read the group
- Create a learning state in the group
- Design their talk
- Present using new skills
- Appreciate the values of top presenters
- Manage themselves better as presenters
- Create rapport with audiences
- Develop curiosity in audiences
- Assess their audiences learning styles
- Develop memorable and effective endings

WHO SHOULD ATTEND?

Directors, Managers at all levels, Sales and Marketing Executives, Key Account Managers, Media and PR Professionals, Trainers and other Functional Specialists.

PROGRAMME OUTLINE

Introduction / Objectives of Programme
Assessment of Participants' Needs

Setting the Outcomes

Participants will learn how to set outcomes of their presentation for themselves and their listeners

Knowing the Group

Participants will learn how to read the group

Achieving the Learning State

Participants will learn how to put the audience into a state of learning

Designing Your Talk

Participants will learn how to design and edit a lecture

The Skills of Presenting

Participants will learn how people receive information and how best to use eyes, voice and body language to communicate.

Beliefs and Values

The key beliefs and values of top professional presenters

Self - Management

Participants will learn how to boost their own confidence and competence and how to deal with challenging audiences

Creating Rapport

Participants will discover new ways of getting rapport going with groups

Developing Curiosity

Participants will learn how to elicit states of curiosity in the audience

Learning Styles

Participants will understand the various learning styles of the audience and how to match them

Endings

Participants will learn how to create memorable, useful, and action orientated endings

Conclusion

The programme has been approved by the HRDA. Enterprises participating with their employees who satisfy HRDA's criteria, are entitled to subsidy.

PROFESSIONAL BUSINESS PRESENTATIONS

FACULTY

Dr Paul Donovan, MSc. Mgmt.

Paul Donovan is Registrar and Programme Director at Irish Management Institute (IMI) specialising in Management Development. Before joining IMI he worked as a general operations manager with the Bord na Mona, the Irish Peat Development Authority. He was also Training and Development Manager of the Bord na Mona group.

He has designed and delivered extensive programmes in the public sector in recent times most notably with Departments of Finance and Enterprise, Trade and Employment where he designed and delivered the PMDS training for these organisations.

Paul's recent private sector experience includes conducting major reviews of HRD capability with IBM, comprehensive identification of training needs with Dell and trainer capability upgrades with Boston Scientific.

Working with the Health Service Executive, Paul has assisted in the design of People Management the Legal Framework, a major development programme for line managers. With this organisation Paul designed and directed the creation of the Team Based Performance Management programme. This programme has assisted in the introduction of the concept of performance management.

His current portfolio of responsibilities includes the role of Registrar at IMI and the overall direction of the suite of HRD programmes at the Institute.

He has written and edited over 10 books in training and general management and writes a column for HRD magazine, the journal of the Irish Institute of Training and Development of which he is a Fellow. He has recently defended a thesis into the transfer of training as part of doctoral studies with Leicester University.

ENROLMENT DETAILS

- Venue** Hilton Cyprus, Nicosia
- Dates** 16-17 May 2012
Sessions start at **8am** and finish at **3.15pm**
- Participation Fee** €800.00 plus V.A.T.
payable to:
HEAR & KNOW CONSULTANTS LTD.
This includes the cost of materials,
Coffee on arrival, one coffee break
and lunch daily.
- HRDA Subsidy** The subsidy is €247.00 per eligible participant.
- To Enrol** Please complete and return the attached enrolment form to:
HEAR & KNOW CONSULTANTS LTD.
P.O. Box 42102, 6531 Larnaca
- Cancellations:** If received in writing not less than fifteen days before the start of the course your full fee will be returned minus €171.00 handling charges.
With less than fifteen days notice no fee will be returned.
However, substitutes are welcome.
- For Bookings:** Please fax your completed application form to Pepa Hadjiyiannadjis. Fax. 24638755.
e-mail: hereknow@cytanet.com.cy
- For Information:** visit website: **www.hear-know.com**
or please ring: Pepa Hadjiyiannadjis at 24638401.
Tony Hadjiyiannadjis 99461554
e-mail: hereknow@cytanet.com.cy

Ever thought of running an in-company course?
Let's talk Tony Hadjiyiannadjis Mob. 99 461554

ENROLMENT FORM

Professional Business Presentations to be held on 16 -17 MAY 2012

Please use one enrolment form, or photocopy, per participant

Three easy ways to enrol: By Fax. 24-638755 - By Post P.O. Box 42102, 6531 Larnaca - Cyprus

By e-mail: hereknow@cytanet.com.cy

Please enrol the following participant on this course and mail to us your invoice

SURNAME _____ FIRST NAME _____ POSITION _____

COMPANY _____ TEL. _____ FAX. _____

ADDRESS _____ E-MAIL _____

SIGNATURE _____ TYPE OF BUSINESS _____