

# Strategic Presentations Workshop for Facility and Property Managers

Presentations are necessary to communicate clearly, influence decision making and persuade clients, colleagues and supervisors. While the ability to stand in front of an audience is important to deliver the message, a well structured, effectively prepared presentation that gets the message across clearly is a pre-requisite for successful presentations.

This workshop provides techniques for developing effective, well structured information, techniques for using PowerPoint more effectively to convey your message and training on delivering in front of an audience, including a short presentation by participants. The workshop uses real life examples and exercises that are tailored to Facility and Property Management requirements.

## Content

This is a workshop style seminar that provides instruction in a presentation and participation format using real-life examples that demonstrate the techniques. This is supported by exercises that provide practice and feedback on their progress, including a short presentation developed and delivered by the participants.

## Material Provided

Each participant is provided with the following educational material:

1. A copy of the workshop presentation material, complete with examples
2. A one page summary reference of the key material
3. A wallet size laminated reference card.

## Workshop

The 1 day workshop includes examples, in-class exercises and instruction in an open format focusing on Facility Management issues.

The workshop includes the following fundamental elements:

1. Demonstrate how to develop material that gets the message across and influences readers.
2. Review techniques, formats and Power Point design that supports presentation delivery and conveys effective information.
3. Discuss real-life examples of presentation requirements, discussing how to apply the techniques to achieve the results they want from the presentation.
4. Exercises to practice techniques and identify what can be done to improve their presentations.
5. How to prepare, including rehearsal, handouts, agenda, pre-presentation activities, etc.
6. Methods and techniques for delivering in front of an audience.

## Participants

The workshop is designed for Facility and Property Management staff who may be required to give presentations. It is structured for a maximum of 8 participants. It is preferable to have attended the Strategic Writing Workshop in advance, but it is not required.

## Outcomes

Participants learn how to develop presentation material that will convey their message effectively and provide effective support to their oral presentation. They will also learn how to deal with delivering the presentation to an audience.

## Workshop Fees

The 1 Day workshop is for up to 8 participants delivered in on your premises. The fee includes the workshop session and all handout materials.

Workshops may incur travelling expenses or other costs, depending on the location. All costs will be agreed to in advance.

