

Organising and Presenting at Public Meetings

Duration: 1 day

This is a highly interactive and engaging one day workshop that aims to build individuals skills and confidence in organising and presenting at public meetings. The workshop focuses on presenting difficult messages with confidence and dealing assertively with potential conflict. The workshop is very practical and delegates will have the opportunity to practice their presentation skills and dealing with difficult questions and interruptions.

Who should attend this course?

Individuals who are required to organise and present at public meetings

Course Objectives

By the end of this workshop, participants will be able to:

- To effectively plan and organise public meetings.
- To identify and present with confidence the key messages from presentations made at public meetings.
- To receive constructive feedback and deal with difficult questions.
- To identify key concerns you have in dealing with a public audience and identify strategies and assertive techniques for addressing these concerns.

Course Outline

Organising and Planning Public Meetings

- Meeting preparation – logistics, who needs to attend, agenda, and recording of minutes

Presenting your Message with Confidence and Assertion

- The visual, vocal and verbal impacts of presenting
- How to project confidence and assertion on your feet
- Delegates deliver a 10 minutes presentation relating to a public meeting
- Constructive feedback and tips on how to be more confident.

Dealing with Difficult Interactions from an Audience

- What is conflict and how can we manage it?
- Dealing with conflict assertively and maintaining relationships
- Identify key areas of concern in dealing with a difficult audience
- Identify assertive and confidence techniques to address all the concerns

Presenting with Difficult Interruptions

- Delegates repeat their morning presentations and also deal with difficult interruptions from the audience
- Constructive feedback and tips on how to be more assertive
- Personal development action planning based on feedback