



JHW PTY LTD

22 Maling Road
Canterbury, Victoria 3126
ABN 79 103 710 489

T +61 419 713 087
F (03) 9830-1997
john.williams@jhw.com.au

www.jhw.com.au

Effective Presentations Workshop - Service Description

Effective Presentations is a 2 day program aimed at professional staff, that need to deliver outcomes through presentations. It will enable participants to create a more compelling and targeted case, focussing on the business objectives. In particular Effective Presentations will provide participants with a framework to assist them in understanding the particular communication needs of their audience. It will also show them the most effective way of fulfilling those needs.

The business need.....

- To differentiate the company's offering in a competitive environment. and gain agreement to move forward,
- Communicating within the organisation in a compelling fashion
- Engaging all of the audience and not just sections of it.
- Achieving the desired outcomes

Overview of the workshop



The Workshop

The workshop has a strong emphasis on:

- Achieving the objective – Not just delivering content
- Understanding the Audience & playing to it's preferences
- Planning & Preparation
- Stage Presence
- The importance of being concise
- Contingency Planning
- Making an impact!
- Gaining Agreement & Commitment

Some of these topics may be familiar to some participants, but the program strives to encourage behavioural change and uses a range of techniques to achieve this.

Public Workshops

JHW schedules public workshops on a regular basis. The public workshop provides an excellent forum for cross company networking, and provides flexibility and convenience in scheduling participants. It is also a low cost way of trying out the workshop.

In-house workshops

JHW runs in-house workshops where the client has discretion over the number of participants, venue, and timing and may even wish to customise content. This can work out a less expensive alternative for large numbers, and it can also serve as an excellent team building environment. However it does mean that a number of staff will be “off the job” at the same time, which can present logistical challenges

Cost

The facilitation fee is \$1,650 (+ GST) per participant for the standard public workshop.

In-house workshops are charged at \$16,000 per workshop. The client will then organise venue and facilities.

JHW will provide all tools and materials, including dinner and refreshments (for Public Workshops).

Payment terms

The facilitation fee is due in advance of the workshop. Cancellations more than two weeks prior to the workshop will attract 50% refund. Cancellations after this stage will not be refundable, but an alternative delegate would be welcomed. the job” at the same time, which can present logistical challenges