

# PUBLIC SPEAKING & PERFORMANCE TRAINING

## Strategies to Become a Confident and Respected Public Speaker

### *How do you conquer your public speaking anxiety?*

We have all had to speak in public at some point in our lives. This can be an extremely stressful experience.

You may have the greatest material and know your content back-to-front, but your presentation nerves can let you down!

**This interactive training session prepares you for delivering your most powerful presentation yet. You will learn strategies to control anxiety, techniques to improve articulation and effectively design your presentation.**

The following issues and learning outcomes will be covered:

#### **Control Performance Nerves**

- How to control stress before and during the presentation
- Present in a calm and concise manner
- Techniques to correct breathing and posture

#### **Improving Presentation Delivery**

- Connect with the audience
- Cater for different types of learners
- Techniques to improve articulation and vocal resonance

#### **Planning the Presentation**

- How to plan key messages
- Determine how to build your content
- Identify the right communication method

### **Testimonials**

***“Learning techniques to overcome ‘physical symptoms’ of fear of public speaking.”***

T. Chapman

HR Manager – Knight Frank Australia Pty Ltd

***“Working through the exercises and getting individual advice on specific exercises to improve delivery.”***

L. Edgar

Human Resources Manager – Ozchild

### **COST**

\$99 (inc. GST)

### **TIME**

12.00 PM - 4.00 PM

Registration at 11.50 AM

### **DATE**

Wednesday, 17 March

Tuesday, 13 April

Tuesday, 11 May

Wednesday, 9 June

### **VENUE**

Level 40 / 55 Collins St  
Melbourne VIC 3000

### **PRESENTER**

Imogene Hewett

### **BOOK NOW**

Register now to avoid  
disappointment

Ph. (03) 9245 0360

Fax. 1300 367 536

drakeevents@au.drakeintl.com

GPO Box 298

Melbourne 3001

**Imogene Hewett – Drake Performance Improvement Consultant**

Imogene delivers specialty consulting and training services in the following areas:

- Performance-based public speaking skills
- Emotional Intelligence (behavioural skills) for leaders and teams
- Facilitation training for workplace trainers
- Best practice recruitment training
- Behavioural interviewing techniques

Imogene provides specialty consulting for leadership development including Emotional Intelligence training and performance-based public speaking skills training. In her role Imogene also provides best practice recruitment process training and tailored interviewing skills coaching services for Drake.

**What others say about Drake seminars run by Imogene**

*“Imogene provides lively training that is effective, personable and memorable. Her knowledge of the subject being trained is in depth and transferred in an easy compatible format that allows the trainee to explore and comprehend the information for future use and development. Imogene is an excellent trainer.”*

D. Key - Australian Air Express

**Registration Details**

**Public Speaking & Performance Training**

**Details of person responsible for invoice (Please photocopy form for additional attendees)**

MR/MRS/MS	FIRST NAME:	LAST NAME:	
POSITION:		EMAIL:	
ORGANISATION:			
ADDRESS:			
SUBURB:		STATE:	POSTCODE:
TELEPHONE:		FACSIMILE:	

**EVENTS DETAILS (Please tick)**

- SEMINAR 1 - Wednesday, 17 March  
  SEMINAR 2 - Tuesday, 13 April  
  SEMINAR 3 - Tuesday, 11 May  
  SEMINAR 4 - Wednesday, 9 June

**PAYMENT DETAILS**

- CHEQUE\*       VISA       MASTERCARD       DINERS CLUB       AMERICAN EXPRESS

\*CHEQUE PAYABLE TO: DRAKE AUSTRALIA PTY LTD

PURCHASE ORDER NO: \_\_\_\_\_

**Address :** Drake International  
Level 40/55 Collins Street,  
Melbourne VIC 3000

**Ph. :** (03) 9245 0360  
**Fax :** 1300 367 536  
**e-mail :** drakeevents@au.drakeintl.com

CARD NUMBER:	EXPIRY DATE:
CARDHOLDER NAME:	
CARDHOLDER SIGNATURE:	
<input type="radio"/> I HEREBY AUTHORISE DRAKE AUSTRALIA PTY LTD ABN 42 004 939 771 TO PROCESS MY CREDIT CARD AS PER THE ABOVE DETAILS. THE INFORMATION ON THIS FORM WILL BE TREATED WITH STRICT CONFIDENCE.	

**TERMS & CONDITIONS**

Drake reserves the right to cancel courses due to insufficient enrolments or conditions beyond its control. Notification of any cancellations will be made as early as practical and include a full refund.

**Cancellations and Transfers**

A full refund is available for cancellations received in writing at least 7 working days prior to the event commencement. Cancellations or payments received after this period are non refundable. Any changes of person registered to attend should be advised to Drake. Drake will not take any responsibility for travel or accommodation costs incurred.

**Credit Cards**

Please complete credit card details on enclosed enrolment form.

**Payment via Mail**

Make cheques or money orders payable to UCSI Blue Ocean Strategy RC and crossed "Not Negotiable". Do not include bank notes or coins. Mail payment with Payment Slip. Please do not use pins or staples.

**Payment Details**

- To secure your place payment should be received prior to the day of course attendance.
- Payment can be received by cheque or credit card.
- Companies selecting Invoice option will receive an invoice 7 days prior to course commencement.
- Late registration will be considered subject to availability.
- Prices subject to change without notice.

- Cheques should be made payable to Drake Australia Pty Ltd and accompanied with relevant course details.

**Notification of Booking**

Notification of your booking will be sent on receipt of your application. This will include venue details. Drake reserves the right to withdraw any participant from the course if payment has not been received in accordance with our payment terms. Publicly scheduled course fees include training materials, refreshments and lunch.

**Your Privacy**

Drake is committed to respecting and upholding the individual's rights to privacy protection under the National Privacy Principles contained in the Privacy Act 1988. Individuals may access their personal information by contacting the Training Manager.