



Corporate Communication Experts

**PETER
DHU**

presents



**PUBLIC SPEAKING
PRESENTATION
SKILLS AND FEEL THE
FEAR PROGRAM**

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PROGRAMS

JOB INTERVIEW SKILLS: HOW TO SELL YOURSELF AND ACE THE JOB INTERVIEW

LET YOUR BODY SPEAK: THE ART SCIENCE AND PRACTICE OF NONVERBAL COMMUNICATION

THINKING AND SPEAKING OFF THE CUFF: HOW TO SPEAK WITHOUT NOTICE CONFIDENTLY

PRESENTATION SKILLS FOR LEADERS: THE LANGUAGE OF LEADERSHIP

WINNING PRESENTATION SKILLS: PUBLIC SPEAKING WITH CONFIDENCE AND POISE

FEEL THE FEAR AND DO IT ANYWAY: INSPIRING YOU WITH CHANGES FOR LIFE

OVERCOME YOUR FEAR OF PUBLIC SPEAKING AND BEGIN SPEAKING CONFIDENTLY

HOW TO WRITE A KILLER SPEECH
COURAGEOUS LEADERSHIP

THE ART AND SCIENCE OF INFLUENCE
IN THE WORKPLACE

SPEAKING FOR PROFITS: HOW TO USE PUBLIC SPEAKING TO GROW YOUR BUSINESS

Peter Dhu Presents:
Public Speaking, Presentation Skills and Feel The Fear Program



JOB INTERVIEW SKILLS: (FIRST IMPRESSIONS COUNT) HOW TO SELL YOURSELF AND ACE THE JOB INTERVIEW

“Death will be a great relief. No more interviews.” – Katharine Hepburn

You have just received a phone call to let you know you have been shortlisted for a job and you are being invited for an interview – what now? How do I prepare, What questions will they ask?

In Australia, the job interview is still the number one tool used for selecting a person from a pool of shortlisted applicants for a job. How well you do at the interview will determine whether you get the job or not. But you struggle at job interviews. You don't know what you should say, you don't prepare properly, your nerves kick in, and the answering of questions which you were not expecting becomes almost impossible. And then the less experienced candidate with that natural “gift of the gab” walks away with the job.

This workshop will give you a strategic approach which you can adapt and apply to every job interview. It will equip you with the knowledge and the tools so that you can prepare effectively and do the things that you need to do to give yourself the best chance of acing the interview.

Course Content

In this half day workshop you will learn to:

- Prepare and practice effectively for the job interview
- Control your nerves
- Think and speak off the cuff
- Use models to equip you to respond to all types of questions
- Effectively use your body language
- Use behavioural based interview techniques
- Develop impromptu speaking strategies

This workshop will be delivered via a 1 hour introductory webinar, followed by a half day workshop, and then followed by a 1 hour one on one coaching session. The webinar will be live, but will be recorded for anyone who cannot attend.

After this workshop you will be job interview skills ready and you will be able to confidently communicate your experience and skills in relation to the job.

****This workshop can be customised to meet your organizational training needs and the key learning outcomes set to match your requirements. It can be delivered in a full day or half day format. Two or more of our different workshops can be combined to form a 2-day masterclass.**

BODY LANGUAGE: THE ART AND SCIENCE OF NONVERBAL COMMUNICATION

***"What you do speaks so loud that I cannot hear what you say."* – Ralph Waldo Emerson**

What do I do with my hands? How should I stand? Should I use the lectern or walk across the stage? what is my facial expression saying about me? These are questions that I get asked all of the time.

Body language and non-verbal communication is one of the keys to effective leadership, effective communication and effective presentation skills. Without appropriate body language and other nonverbal communication, the best crafted message may fall short or you may be seen as not genuine.

The ability to understand, interpret and use effective body language is a skill that will enhance your presentation skills, public speaking and career. Body language is a form of communication, and it needs to be understood and practiced like any other communication skill. Whether in training, facilitation, key note speaking or everyday communication, it is essential to understand exactly what your own body is saying and communicating to others and what others nonverbal communication is saying to you.

Course Content

In this workshop you will learn how to:

- Read what your body is saying about you
- Gesture with confidence and intelligence
- Use eye contact appropriately
- Use the platform or stage effectively when presenting
- Look after your voice and create additional vocal variety and interest.
- Demonstrate credibility and approachability and when to use each
- Stand confidently and avoid distracting and superfluous gestures
- Use the frozen hand gesture
- Use breathing and pause to generate suspense and create impact

Learning Outcomes

After this workshop you will have learned the skills of effective and appropriate body language that you can use every day to be a more effective communicator. You will be able to use skillful and appropriate body language in everyday communications, meetings, and job interviews and of course in your presentation and public speaking skills. As a presenter you will look more confident, credible and be more influential as a speaker.

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THINKING AND SPEAKING OFF THE CUFF: HOW TO SPEAK WITHOUT NOTICE CONFIDENTLY

“The best way to sound like you know what you're talking about is to know what you're talking about” – Unkown

This workshop is designed to help you think and speak on your feet in situations that may arise unexpectedly, or without notice. The ability to think and speak on your feet is a great asset to have in your professional, business and daily life. Speaking off the cuff is required for meetings, impromptu presentations, supervising staff, job interviews and when responding to questions from an audience. To successfully communicate your ideas in these situations you must be able to organise your thoughts quickly and present them in a clear and logical manner, which meets the audience’s needs.

Course Content

The workshop will teach you how to:

- Respond to questions from the floor
- Be eloquent, be effective, and be relevant
- Buy time and organise your thoughts
- Resist time pressure and think before you speak
- Structure your response
- Follow the simple mini speech structure
- Master the platform
- Stop hiding behind the podium and use the stage effectively
- Call on fail safe backup techniques
- Simple models and simple tools allow you to respond confidently and effectively
- Respond effectively at job interview
- What are the interview panel looking for and how can you best display this
- Use the rule of “Three”
- The tricolon is one of the most effective tools in public speaking
- Get to the point
- Less is often more, and keep it simple always wins
- Leave them with a memorable message
- End strong and end confidently

Communicating off the cuff is critical to success in business, everyday life and your career. In this workshop you will learn and practice techniques that will help you speak spontaneously with greater confidence and clarity, regardless of content and context.

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PRESENTATION SKILLS FOR LEADERS: THE LANGUAGE OF LEADERSHIP

"The ability to speak convincingly to others - to compel them - has to rank as one of the most important skills in business and in life, yet it is one skill that few have". – Jim Gray

What do Steve Jobs, Sir Winston Churchill, Richard Branson, and Barack Obama do that makes them such effective speakers and leaders? An important part of leadership is having a strong vision and purpose, and demonstrating these through actions and leadership style. Equally important in leadership is the ability to communicate this purpose and vision to the organisation and staff in a confident and persuasive manner.

Leaders can be knowledgeable and competent in their work and have a strong vision, but they struggle if they cannot clearly and effectively articulate and present their ideas and vision to those who need to hear it. The ability to speak and present like a leader, and earn the trust and commitment of staff and colleagues are essential to those in a leadership position. It's essential to be able to influence the audience and bring them to the speaker's point of view.

This workshop gives Managers, Leaders, Supervisors, and New and Emerging Leaders high level presentation skills that allows them to influence, connect and engage with their audience. Participants will learn the key skills and traits that effective leaders use to gain the trust and respect of the audience.

Key skills covered

- How to communicate with the right emotion
The right attitude, congruence, honesty and authenticity are essential.
- How to use body language
Powerful gestures and your non verbal language convey over half of your message
- How to build rapport and connection
Connection, trust and rapport are needed to sell a message.
- How to respond well to questions and probing
The inability to answer questions or poor responses can destroy a presentation.
- How to create one big message
Clarity of message and purpose amplifies a presentation.
- How to create a memorable and influential message that will have impact
The power of influence and persuasion is integral in leadership.
- Effective use of PowerPoint and other audio visuals as a leadership communication tool
How to avoid practicing "death by PowerPoint"
- How to present without notes
Effective leaders speak extemporaneously and don't read from scripts.

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WINNING PRESENTATION SKILLS: PUBLIC SPEAKING WITH CONFIDENCE AND POISE

"In business you can never learn anything more important than communication". – Max Markson

Does your job require you to present at conferences, lead meetings, run seminars, facilitate groups and speak in other public situations? The winning presentation skills workshop is designed to take your public speaking and presentation skills to the next level so that you can confidently and effectively deliver your presentation. You will also learn what you should do on stage, how to maximise your message, and how to grab your audience's attention.

Course Content

The workshop will teach you how to:

- Deal with nerves and control anxiety
Nerves and anxiety can be one of the biggest barriers to delivering effective presentation
- Create rapport and connect with the audience
First connect with your audience before you begin to train, educate or inform them
- Devise and structure a powerful and effective speech
Learn to speak without notes and speak extemporaneously
- Master the platform
Stop hiding behind the podium and use the stage effectively
- Make full use of your voice
Your voice is the instrument that conveys your message
- Move your body and use gestures properly
Gestures and body language deliver over 50% of your message
- Present with passion and improved confidence
Emotion, passion, authenticity and sincerity are crucial in getting your message across
- Structure a memorable message
Learn what will make your message memorable and "stick" in your audiences mind
- Effectively use PowerPoint
Don't commit death by PowerPoint or shoot your audience with "bullet" points

The Winning Presentation Skills Workshop will prepare you to present confidently and effectively, ensuring that you have influence, maximum impact and that your message is heard.

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FEEL THE FEAR AND DO IT ANYWAY: INSPIRING YOU WITH CHANGES FOR LIFE

"Ships in the harbor are safe, but that's not what ships are built for." – John Shedd

This workshop is aimed at improving your life and helping you be more courageous and deal with fears and turn self-doubt into self-confidence. Fear is still the number one emotion that holds us back. Fear of failure, fear of being judged, fear of the unknown, fear of losing money, fear of being alone and the list goes on. The Susan Jeffers international best selling self development book, *Feel the Fear and Do It Anyway* is available as a tutored workshop from Peter Dhu. Throughout the workshop attendees will learn strategies to help them overcome limiting beliefs, empower them to cope with challenges, help them to overcome fear and self doubt and to make the decision that will improve their lives – to feel the fear and do it anyway.

Course Content

This workshop will teach you how to:

- See yourself as having purpose and meaning
- Raise level of self esteem & let go of negative programming
- Be more courageous
- Understand the concept of fear and how to handle it
- Create more love, trust and satisfaction in your life
- Make dreams become reality through making decisions
- Eliminate negativity and create positivity around you
- How to change reactions to situations
- Understand that courage is not the absence of fear

After this workshop you will be well equipped to tackle the fears that you know are holding you back in your life. You will have a suite of tools and techniques that you can use, each time fear arises or holds you back.

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OVERCOME YOUR FEAR OF PUBLIC SPEAKING AND BEGIN SPEAKING CONFIDENTLY

SIMPLE STEPS TO PUBLIC SPEAKING CONFIDENCE

***"All the great speakers were bad speakers once."* – Ralph Waldo Emerson**

Public speaking is often regarded as the No. 1 fear of people around the world and many people say they would rather die than have to stand up and speak. People avoid public speaking, they get nervous, they panic, they get stage fright and they break out into a cold sweat. Yet public speaking is such an important skill. It is part of our work, our careers and everyday life. This workshop is designed to help people who don't normally do public speaking or who have a fear of public speaking or who wish to become more confident in their public speaking. The skills learned in this workshop will help you to step up and assist you in many speaking situations including but not limited to anyone who:

- has recently taken on increased speaking responsibility at work
- needs to prepare a speech for a wedding or other special occasion
- needs to present a tutorial or seminar for work or university
- wants to learn to speak more confidently at job interviews
- wants to control the nerves and reduce the fear
- wants to learn to be a better speaker
- has something to say, but holds back

Learning Outcomes

This workshop will teach you how to:

- control nerves and reduce anxiety
- prepare effectively
- use a simple fail safe structure
- what to do if your mind goes blank
- connect with the audience even with your nerves
- be authentic and genuine
- understand what the audience expects from you
- harness your nervous energy

At the end of this workshop you will have a greater understanding of nerves and be able to control them and put together a confident and effective presentation.

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HOW TO WRITE A KILLER SPEECH

So you have to write a speech. Maybe it's a sales pitch, special occasion speech, university presentation, lecture, wedding speech, workplace presentation, tutorial or an oral exam. And you just don't know where to begin or how to begin writing your speech. You want to have impact, you want to be persuasive and you want to be memorable. This is a common problem and one of the most frequent questions that I get asked. "How do I write and prepare a speech?" This one day workshop, along with your free copy of the "Killer Speech Writing Workbook" and the "Killer Speech Writing CD and speech writing templates", will show you the steps and guide you through the process of writing that killer speech. You will learn:

- Where to begin
- What components are necessary to make the speech work
- The importance of a strong theme
- If they only remember one thing
- How to build relevance for your audience into your speech
- The use of personal stories
- Speaking extemporaneously
- How to put it all together
- How to prepare for the big day

At the end of the workshop, you will have a real written speech, ready to practice and polish and present to your audience. You will also have the skills and confidence to write future speeches using this proven formula.



Speech writing workbook and speech writing CD

After this workshop you will have all of the tools and ingredients that you will need to write a killer speech. You will also take away a firm outline and structure of a real speech on your topic, that you will be able to practice and refine and use as real speech.

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COURAGEOUS LEADERSHIP

This workshop aims to provide managers and leaders with the knowledge and understanding around the sources of fear and strategies for you to be more courageous as leaders and managers.

According to Harvard Business Review – HBR, courage in leadership is a very important skill, but one that is often missing in our leaders. Fortunately courage is a skill and a leadership trait that can be taught

Learning Outcomes

After this workshop you will be better equipped to:

- Identify areas for further development and growth
- Put actions in place to extend and move you towards your goals
- Identify rules and affirmations
- Identify areas in your life to take more responsibility
- Establish who you need to help you develop a more courageous team
- Understand the sources and triggers of fear as managers and leaders
- Develop strategies to help deal with the fear and be more courageous in your leadership
- How To Develop Courage In Your Leadership
- Making Courageous Decisions
- The Courage Calculation For Decision Making
- Dealing with fear and being a more courageous leader
- Reframe Your Goals
- Get In The Habit Of Being Courageous
- The Introvert Leader

As leadership attributes go, courage is one of the big ones. It comes from facing and overcoming fear and being courageous in the face of uncertainty. Many people lack the courage to break free from the fear that is holding them back from reaching their full potential as a leader. To be a courageous leader, you need to make the unpopular decisions, challenge the status quo, have difficult conversations, be honest and take the calculated risks that others won't.

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THE ART AND SCIENCE OF INFLUENCE IN THE WORKPLACE

Do you need to persuade key stakeholders? Do you need to create “buy in” for organisational initiatives? Do you need to inspire staff to change? Do you need to build relationships and build trust? Now more than ever, your success depends on your ability to influence and persuade others. Influencing isn't a quick fix and the art of influencing doesn't come naturally to everyone, but if you take the time to develop and learn influencing skills, you will be a more effective communicator, leader and manager.

Course Content

- develop a comprehensive, tailored strategy for influencing stakeholders
- move beyond simply ‘arguing a case’ to a more constructive, value-driven approach
- respond more effectively to resistance and objections
- structure influencing conversations in a way that is both concise and compelling
- build their confidence to initiate and manage influencing conversations
- develop a proactive strategy for building long-term relationships of influence
- understand your preferred style of influencing
- understand The 4 Sources of Influence

Learning Outcomes

- Managing first impressions
- Assessing the needs of your audience
- Designing sticky messages
- Developing a strong professional presence
- Understand the impact of various communication styles
- Understand the relationship between credibility and influence
- Identify opportunities to strengthen relationships

This program is designed for managers who want to strengthen their leadership and communication skills to meet strategic goals through greater use of influencing skills and persuasion. The most effective influencers are able to tap into these skills to inspire and persuade their key stakeholders to support their ideas and initiatives

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SPEAKING FOR PROFITS: HOW TO USE PUBLIC SPEAKING TO GROW YOUR BUSINESS

This workshop is about showing you how you can use public speaking to grow your business. It outlines various ways to speak and share your information to help increase your brand recognition, demonstrate your value and reach more people and increase sales. Speaking is really an affordable and alternative way to boost your business through marketing your offering and building brand. Speaking is also a great way to add value and service existing clients.

The secret to speaking to boost your business is being sure of your value proposition and the problem that you solve for your customer. People are not always aware of the problems that they have, or if they are, they are not aware of the best ways to solve them. Using the spoken word as a means of increasing this awareness and letting people know that you have the solution is a great way to market your business.

In the workshop, I will show you a range of modalities for speaking for profit. You will be able to determine which mode best suits your business and your target clients. Specifically, I will show you how to:

1. Run a public seminar
2. Run a webinar
3. Create a podcast
4. Create a YouTube video
5. Speak on radio
6. Run an online course
7. Repurposing your spoken word
8. Participating in business conference or trade shows

The advantages of speaking for small business owners is that it can be relatively cheap, and it can reach a larger targeted audience. It can expand your client base beyond your existing clients and the content once created, can be reused, shared and repurposed.

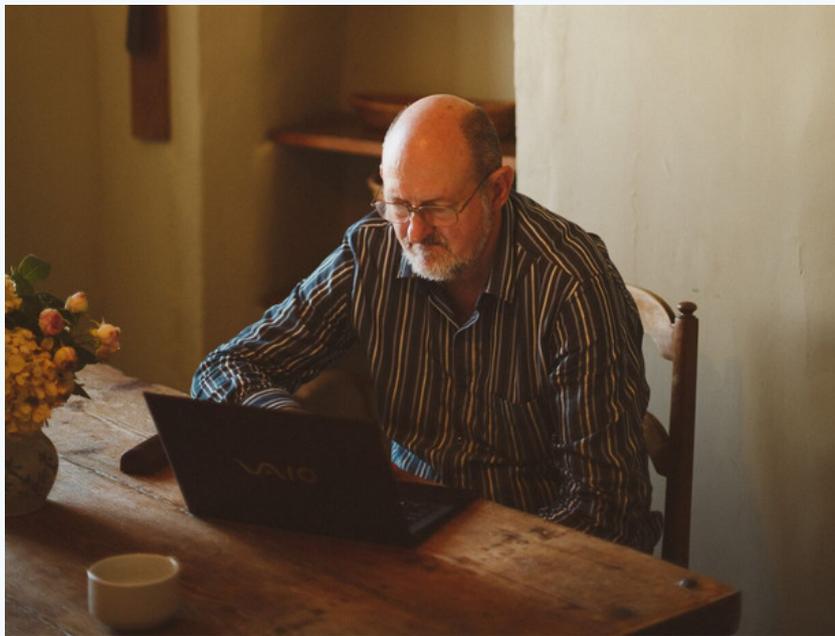
Public speaking is a great way to grow and market any existing business.

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About Peter

Peter Dhu is an experienced and acclaimed keynote speaker, trainer and coach in the area of presentation skills, public speaking and overcoming fear.

For over 20 years Peter has helped thousands of people overcome their fear of public speaking and become more confident and effective in the delivery of their presentations.



Peter has helped people find their voices and their passion so that they can now share these with the world with courage and conviction through their own presentations.

His style is inspirational and transformational. He uses his own story of adversity mixed with experiential learning, example and theory to create a rich learning environment. A medical scientist by profession, Peter has also studied extensively in the area of business and leadership, culminating in his Masters of Business and Administration and Diploma in Professional Coaching. Peter has extensive experience in the area of business communication, presentation skills and personal effectiveness.

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