When: Monday, 12 November 2018 9:45 AM-5:00 PM (GMT+10:00) Canberra, Melbourne, Sydney.

Where: The Academy, Level 1, 800 Bourke Street, Docklands VIC 3008

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Welcome to the Communicating and Presenting Effectively workshop1

**Description:** This course provides Senior Leaders and Specialists with strategies to polish their performance and assist with effective communication, whether they need to give a presentation to a board, a keynote speech or to communicate with an executive team, employees or clients. The program is well suited to Group 5 + employees and is facilitated by Naomi Robson, an experienced communications and media professional. Naomi has also worked with our Board Ready program here at NAB over a four-year period.

**Duration**:  1.5 days - 1 day followed by a half day - 1 to 3 weeks later. Please ensure you are available for both dates as unfortunately you are not able to swap between sessions.

The sessions will be starting on time each day, so please let Naomi know if you are running late or are unable to attend at the last minute. She can be contacted on [nr@managingyourmessage.com](mailto:nr@managingyourmessage.com) or 0412 744 522.

**What to bring on the Day:**

Please wear you nab name badge

Please bring pad and pen to take notes.

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| **Workshop 1** | **12 November 2018** |
| **Time** | **9.45am – 5pm** |
| **Venue** | **The Academy, Level 1, 800 Bourke Street, Docklands VIC 3008** |
| **Room** | **Zen** |
|  |  |
| **Workshop 2** | **26 November 2018** |
| **Time** | **9am to 1pm** |
| **Venue** | **The Academy, Level 1, 800 Bourke Street, Docklands VIC 3008** |
| **Room** | **Create** |

**Pre work:**

**Please read the attached Pre-work document - it is critical that you complete it as requested in order for the program to provide the best possible value.**

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You will be required to submit a video of yourself standing while giving a short **Powerpoint or Keynote (Mac) presentation**.

* It can be a presentation you’ve already given, or one you intend to give in the future.
* This video should include the **start and the end** of your presentation

**Your video plus a PDF of your PPT presentation should be 2 weeks prior to course commencement**. We will not follow up with you to confirm that you have submitted the Pre-work - we will assume that you will provide it on time. Data will be reported to Senior Management, who will be notified as to your level of participation and whether you have provided/completed the Pre-work.

**To upload your video you will need access to NAB Drive. If you don’t already have nab drive follow the instructions at go/nabdrive at least one week before sending your video to Naomi as access needs to be approved.**

**Submitting your videos is a critical element of the course** - Naomi will use your video as the basis for your **personalised assessment**- this is a document that will assist you in identifying all the things that are working for you and those which may need some work. You will receive it a few days after the first workshop. It is private, only you will see it, and it is tailored specifically to you. All previous participants in her programs have found this to be extremely insightful and highly valuable. It goes without saying that without your video prior to the workshop she will not be in a position to provide you with your assessment.

There are a number of Powerpoint (or Keynote - Mac) presentation options for you to choose from and here are some suggestions:

·         A PPT update to your team

·         A PPT presentation to the board or key stakeholders

·         A PPT mock-up client presentation

·         A PPT presentation outlining upcoming events or projects

·         A PPT mock-up proposal pitch

·         A PPT presentation of your Leadership Story

**What to bring on the Day:**

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Please bring pad and pen to take notes.

**Workshop 1**

**Additional points to keep in mind to ensure the program is a success**

·         No computer will be required on the first day (but will be on the second day)

·         We ask people to refrain from sending e-mails and texts while in the classroom. There

will be ample opportunity for people to respond during break time.

·         Catering will be provided for the first full day. Morning/afternoon tea (depending on time

of session) will be provided on the second day but no lunch.

·         Please wear your nab name badge.

**DRESS CODE**

* Standard Business Attire

**CATERING**

* Catering will be provided with 30% vegetarian options. Should you have any special dietary requirements, you must advise us no later than 4 business working days prior to the commencement of your course via return email.
* Please be aware that if you do not advise us of your requirements, we may not be able to assist your specific needs on the day.
* Catering budgets have been allocated for each program and therefore if your specific need falls outside of the allocated budget your cost centre would need to agree to cover any additional cost.
* If you have any Dietary requirements – please advise [Learning.Operations@nab.com.au](mailto:Learning.Operations@nab.com.au) 7 days prior to the course.

Have you any accessibility requirements? Please advise.

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