



COMMUNICATION SKILLS

STAGECRAFT™

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NETWORK

Stagecraft™

Part of The Thinking Network KwikSkill™ series of units.

Stagecraft™ - Unit 1 - The Essence of Presence and Performance.

Stagecraft™ - Unit 2 - The Presenters Craft - Developing Skill and Confidence

Good speakers always seem to be in control; of themselves and their audience. They are poised, confident, clear and memorable. The audience listens, and enjoys listening.

Stagecraft™ is designed for anyone who wants to dramatically improve their presentation style. And the improvement will indeed be dramatic!

Stagecraft™ uses techniques borrowed from the theatre, applying them selectively to the business presentation.

The public speaker is a performer, just like an actor on stage or television.

The very best public speakers, trainers and presenters are engaging, relaxed and memorable—speaking without notes, with confidence and with style.

If they are suffering from nerves, nobody notices!

Stagecraft™ will provide you with the skills to be your best

Stagecraft™ turns fear into fun!



Format

The **Stagecraft™** program consists of two half-day units which focus on presentation style and stage management.

Through the introduction of new techniques, a series of exercises, careful coaching and feedback, participants build upon their existing experiences, knowledge and skill.

The **Stagecraft™** program will give you a terrific opportunity to practice in a safe and supportive learning environment.

We will encourage you to experiment with some new ideas, and to try out some of the 'tricks of the trade'.

Participants receive individual feedback and coaching. Post workshop exercises are provided to develop posture, voice, movement and audience contact.

Who should attend?

Anyone who speaks regularly in public, whether at meetings, press conferences, seminars, training courses or sales presentations.

Managers, trainers, sales staff and presenters will all benefit from the program.

Program materials

Every participant will receive a copy of the **Stagecraft™** **KwikSkill™** unit manual, together with a personal post workshop development plan.



Objectives

We have no doubt that the **Stagecraft™** program will help you to be more confident in front of an audience – of any size and composition.

The **Stagecraft™** program will enable participants to:



- Control nervousness and reduce fear
- Structure the presentation – and do so quickly
- Develop voice management and control
- Sound more believable, more persuasive
- Talk about anything in a more relaxed frame of mind
- Appear more professional
- Establish a strong presence as a presenter
- Achieve and maintain personal contact with the audience
- Start powerfully – and finish strongly
- Use metaphor, stories and examples
- Know how to rehearse and practice more effectively
- Feel comfortable on stage

And above all?

Be Yourself!

Core program

Each Stagecraft™ KwikSkil™ unit is based on a series of modules. The depth of treatment given to each module is managed according to the needs of the workshop participants.

Stagecraft™ - Unit 1 - The Essence of Presence and Performance.

Unit 1 - Module 1 Introduction



Starting a new workshop can be a daunting experience – especially when the subject is public speaking! So this is a stretching, challenging & energising introduction to the workshop; understanding personal expectations and what the **Stagecraft™** program has in store.

- Warm-up exercises
- Acting is Doing – spontaneity in improvisation
- Finding the energy
- Understanding personal blocks and pressures, losing inhibitions
- Sound effects
- Exercises to explore spontaneity and personal boundaries
- When are you ‘performing’ and what does that mean?
- Your personal ‘On Your Feet’ profile.

Unit 1 - Module 2 Improvisation

Whilst planning may be important, the ability to improvise in the face of changing circumstances is a critical skill. You will be able to work without scripts, cope well when things go wrong, and make the appropriate changes ‘on the run’, to suit the needs of the audience.

- Improvisation isn’t just ‘winging it’
- Stepping stones for good improvisation
- Getting out of a hole!
- Avoiding the holes in the first place
- Exploration through improvisation
- The World of past presenters
- Where do I fit in?

Unit 1 - Module 3

The performing skills

A look at the performing skills - but with a special emphasis on voice.

Without doubt, your voice has a very significant impact on the audience. A substitute for sleeping pills?



- Posture
- Movement
- Eye contact
- Gestures
- Voice
- Articulation
- Breathing
- The body as a source
- Warm-up exercises
- Visualisation
- Projection
- Tune-in for volume, speed and pitch
- How the voice works
- Having fun with sound
- Vocal rhythms to keep the audience engaged
- Exercises to take away

Unit 1 - Module 4

Ideas and boundaries – where are we now?

A review of the key points covered so far – and a look at how we might develop more ideas to complete the picture.

- Highlights - a personal perspective
- Play of the day
- Exploring the World of future presenters – what to take, what to leave behind

Unit 1 - Module 5

Feedback

Giving and receiving feedback is an important step in understanding and improving personal performance.

- Exploring and sharing ideas
- Creating constructive feedback
- Self discovery through someone else's eyes
- 'Guess who?'
- Mirrors, reflection and reality
- Using the right language for positive feedback



Stagecraft™ - Unit 2 - The Presenters Craft - Developing Skill and Confidence

Unit 2 - Module 1

Planning and structuring

Structure is the skeleton around which a good presentation is created. Good structure leads to clarity and impact.

- Knowing the audience
- Mindmaps for creative solutions
- Bite-sized chunks
- 'I say, I say, I say!'
- Baiting the hook
- Focus on key points
- Call to Action

Unit 2 - Module 2

Relaxation techniques

A surprising stretch – but with so little effort! We show you how to achieve the right balance.

- Nerves for niceness – a source of energy!
- The evil side of nervousness
- Thoughts and feelings 'on-stage'
- Exercises for trains, planes and automobiles
- Exercises for the 11th hour
- Relaxed – or very relaxed?
- Ready – or very ready?
- 'The Energetic Zombie!'

Unit 2 - Module 3

Practicing and rehearsing

There is a lot more to rehearsing than just running through the lines – we show you how to gain the maximum benefit from your rehearsal time.

- Ways of Rehearsing
- Stretching the limits
- Remembering
- It will be alright on the night!
- Connecting with the audience
- Vulnerability – and the real you!
- How to enjoy who you are – and enjoy the experience
- From neutral you can do anything!
- Knowing your audience – knowing your aims
- Accidents – great moments!



Unit 2 - Module 4

Aids – for what?

So when do you REALLY need a visual aid? We explore the good, the bad and the ugly to help you choose and use the most effective visual aids – at the right time.

- Visual aids – where they help
- Visual aids – where they hinder
- Make yourself invisible!
- Vital visuals – where nothing else will do
- Making vital visuals visual!
- My role as a 'slide assistant'
- The new, unique visual aid – everyone wants one!

Unit 2 - Module 5

Stories and examples - metaphor and picture

Sometimes the facts just aren't good enough! So we explore the use of stories, examples and metaphor in adding spice to a presentation . And then there is the use of humour.....

- Exploring writing and delivering personal stories
- Humour – to be or not to be!
- Connecting to the audience

- Introducing metaphor – it's a bit like....
- Celebrating humility

Unit 2 - Module 6

The grand finale!

So what will it be like when you get back to work? We look at how we can take the new skills back to the workplace to really make a difference.

- Presenting the presenters guide
- So what next Tuesday?
- The future presenter
- The magic checklist



The workshop leaders

A member of our network of Local and International facilitators will conduct the **Stagecraft™** program. **Stagecraft™** facilitators bring together a unique blend of experience from the theatre and the business world.

We will discuss your needs in detail before we recommend the most suitable facilitator to work with your staff.

Before the workshop

The **Stagecraft™** program is flexible. This means that we will always tailor the content, the emphasis and the methods to suit your special requirements. The two **Stagecraft™ KwikSkil™** units can be run on the same day or with a gap to allow for practice and preparation.

After the workshop

Following the **Stagecraft™** program we will give all the participants free and unlimited telephone, fax and email support around the topic areas covered on the workshop.

The next step?

In 30 minutes we can explain how **Stagecraft™** units work. In 60 minutes we can give you a demonstration of some of the processes and techniques. There is no charge for the demonstration workshop; we just need 4 or 5 interested people from your organisation.

Even if you decide not to run the program the participants will have gained some useful extra skills. Do give us a call to arrange a suitable time.



The Thinking Network™

The Thinking Network™ is a consulting, learning and development organisation. We specialise in the areas of Communication, Business Innovation and Personal Creativity.

We aim to provide the very best consulting and coaching services, programs and workshops in Communication Skills, Creative Thinking and Innovation – researching, designing, piloting and sourcing the best product and expertise from around the World.

- **Researching** – we spend a significant portion of our revenue on research into new methods, new materials and new ideas to keep the Thinking Network at the forefront in learning and development.
- **Designing** – We regularly add new programs and new materials to our range to make sure we can meet the ever-changing needs of our clients.
- **Piloting** – We run pilot workshops with all our new programs to make sure that when we finally publish them they really work well.
- **Sourcing** – We don't want to re-invent the wheel! So when we find an outstanding program we negotiate with the provider to add their material to our portfolio.

The **Thinking Network™** approach to business means we can:

- Offer regional support for our programs – from New Zealand to Japan, Australia to Europe – and in different languages!
- Support your regional meetings and International conferences
- Provide the most suitable Thinking Network facilitator or consultant for your assignment.

Please ask us – we have an extensive range of innovative learning and development workshops and coaching and consulting services.

The Thinking Network™

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