

# START WITH THE END IN MIND: HOW TO GIVE COMPELLING PRESENTATIONS!

## Learning Outcomes

- Identify and recognise relevant communication types and styles for occupational hygienists based on target audience
- Recognise various oral and visual techniques, including use of digital technologies and other resources to enhance and maximise communication opportunities
- Designing effective communication to meet desired outcomes and target audience, including presentation of occupational hygiene data and results, risk and hazard management or how to control hazards
- Learn tips and tricks to improve presentations and communication opportunities, and how to build confidence when presenting
- Understand how to engage listeners and make your message stick.

## Abstract

As Occupational Hygienists, we that know communication is an integral component of the work we do. In many circumstances, we only have limited opportunities to get our message across for risk management, implementing change, or making important information stick. In every case, effective communication is essential.

You may need to deliver your occupational hygiene message standing in front of workers, OHS committees, management representatives or even delegates at occupational hygiene conferences! This interactive PDC will help you communicate your message and gain more confidence in presenting. We'll explore how to plan, design, prepare and present your presentation, and engage your audience.

There will information on presenter techniques, and plenty of tips and tricks including how to make an impact, improving your presentation and communication skills, building your confidence and how to feel comfortable in presenting.

This PDC is for anyone wishing to enhance their communication and presentation skills, and give compelling presentations.

## Agenda

Time	Topic
00:00 – 00:10	Introduction
00:10 – 01:30	Workshop session: OH communication types, defining your story/message, targeting your audience, communication basics, presentation basics
01:30 – 02:00	Break
02:00 – 03:30	Workshop session: Designing, planning, and presenting your presentation, digital technologies, delivery and stage presence

## Presenters, affiliations, and biography \*



**Linda Apthorpe**

Senior Occupational Hygienist at Hibbs Risk Management in Sydney, and Lecturer in Occupational Hygiene at University of Wollongong

Linda Apthorpe is a Certified Occupational Hygienist and Fellow of AIOH, and has been providing occupational hygiene consulting, and specialised training services for over 29 years. She has an extensive background in managing asbestos removals/remediations, and conducting risk assessments for chemical, physical and biological hazards in industries such as agriculture, construction, mining, pharmaceutical and manufacturing. Linda is also a Lecturer in Occupational Hygiene at the University of Wollongong for undergraduate and postgraduate courses.

With her strong analytical background in asbestos, dust and quartz she has also authored and co-authored various papers and textbook chapters in the occupational hygiene field, written and facilitated professional development seminars and various training courses (e.g. OHTA W201, W501 and W504), and bespoke training sessions.

An experienced and enthusiastic presenter and trainer, Linda is committed to helping OH professionals effectively communicate to facilitate successful management and control of health hazards through improved techniques. She walks the talk!