



EFFECTIVE Presentation Skills

Course Introduction:

This highly interactive training program improves the Presentation skills of participants significantly. This training focuses on the Participant's presentation styles and identifies areas of improvement to further strengthen "Public Speaking Skills". It addresses issues such as Body Language, Fear of Public Speaking, Communication Skills, and Motivation etc.

Course Objectives:

By the end of this training, delegates will be able to:

- Designed to enable delegates to improve planning and delivery skills to both small and large audiences.
- Participants enhance their professional image and influencing skills during presentations.
- This training focuses on participant's presentation styles and reinforces effective body language and communication techniques to impact audiences.
- Projection of technical data using graphs, charts and building persuasive deliveries is the essence of this program. 'Camcorder' (Playback) is also used for self-evaluation.

Who Should Attend?

Professionals who are concerned about improving their presentation styles or people who wish to overcome their fear of public speaking, once and for all. Whether you are a novice or consider yourself a good public speaker, you shall indeed take something back from this program. And anybody who wishes to develop his/her presentation skills further can benefit from this program. Whether you are a novice or consider yourself an expert in presentations. You will indeed benefit from this program.

Course Outline:

Planning a presentation

- Selecting a topic to present
- Researching a topic / gathering information
- Important considerations before making a presentations
- Presentation Skills while making presentations
 - How to overcome Stage Fear?
 - How to avoid Distractions during presentation?
 - How to Manage Time during presentations?
 - How to concentrate on "Body Language"? (Self & audience's)
 - How to develop the audience's Enthusiasm to match yours?

- How to create Presentation Opportunities?
- Humor - How to cultivate it.
- Preparation - The key to success
 - Participants will get a questionnaire / checklist to assist future presentations.
 - Audience Analysis - How to analyze audiences requirements
 - Other related home work
- Handling difficult situations
- How to be impactful and memorable

PowerPoint Session

- Creating a presentation from scratch (exercise based)
- Adding Special Effects
- Printing a presentation (handouts)
- Add. edit and format text in a presentation
- Changing backgrounds. Color Schemes etc...
- Tips on projecting data/information
- Using professional templates / wizards
- How to Import Import and link data form spreadsheets?

Role Playing (Camcorder section)

- Participants will develop and deliver a presentation
- Tips on Presentation, delivery, punch line, body language, handling questions will be provided on an individualized basis.
- 'camcorder' will be used for instant playback and analysis of mock Presentations

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

