



المركز العالمي للتدريب والتطوير
International Centre For Training & Development



ADVANCED PRESENTATION And Public Speaking Skills



INTERNATIONAL ACCREDITATION ORGANIZATION



UNIVERSITY OF ROCKHAMPTON
MAKING THE DIFFERENCE



Course Introduction:

'How' you say things in addition to 'what' you say = success

Think of a recent presentation you attended that captured your imagination and by which you felt personally rewarded. What made it a success? Certainly the content must have been strong but the real difference would have been the speaker and the way they presented. It often isn't 'what you say' but 'the way in which you say it' which makes people respond to you favourably. Add to this your expertise and content knowledge and you will generate even more success.

Excellence in presenting is a vital differentiator for your company

Convincing customers, colleagues, management and teams is an even greater challenge today as competition on products and projects increases. This means you are increasingly differentiating through people. By building their confidence and ability to impress and make an impact you will significantly improve the outcomes of the business.

Course Objectives:

- Captivate people and generate positive responses from them
- Win the trust of your audience – open doors and get results
- Understand your own communication strengths, and enhance them using tools and techniques for stronger communication
- Unleash the natural power of your voice and expressions to manage objections and questions reassuringly and confidently
- Structure and design presentations to gain comfort, confidence and efficiency in your communications
- Identify your improvement areas and practice to overcome your challenges

Who Should Attend?

Managers from all functions and industries whose ideas and opinions matter, and if communicated in the right way would make an impact on the business.

- Sales and marketing managers – for engaging the customers and wider external audience
- Finance managers – communicating results, tough decisions, proposals and processes
- Operations managers/business unit managers for strategy and better ways to succeed

All managers to convince internally and externally for business growth and agreement to action

Course Outline:

- Audiences Love You – Capturing Their Interest
- Lifting our personal barriers to success
- Communications at its best – main principles, tools and techniques
- Managing content
- Managing the presentation media
- Designing and building the presentation session – structure
- Taking It To Perfection – Getting The Best Response
- Managing yourself – the presenter
- Handling objections and questions constructively and confidently
- Constructive feedback from trainer, colleagues and self
- Practice, practice, practice ...

During the course you will:

- Complete a grid on key points and score your skills before and after the course
- Make a committed personal action plan for improvement

Course Certificate:

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

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

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

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