



MAKING Powerful Presentations

Course Introduction:

Mastering the inter-related skills of communication, negotiation and presentation is the key to success both for individuals building their careers and for the organizations in which they work. Drawing on classical learning, psycho-linguistic research and ideas associated with NLP and Emotional Intelligence, this highly interactive and hands-on program helps participants explore and practice the principles and techniques they need to be effective communicators, negotiators and presenters. Most importantly, it focuses on helping them apply these skills in the workplace as part of a process of continuous learning.

Course Objectives:

- Communicate clearly and effectively both on a one-to-one basis and in group situations such as meetings
- Build rapport and interpersonal relationships and develop their influencing skills
- Resolve conflicts and differences through effective, creative and mutually satisfactory negotiation leading where possible to win-win solutions
- Maximize deal benefits in commercial negotiations
- Create a positive and lasting first impression
- Prepare an effective, informative and persuasive presentation
- Make formal presentations to small and large groups with clarity and persuasiveness
- Handle audience questions effectively and with integrity
- Get support for new ideas and change initiatives
- Live video recording to review individual feedback and assessment.

Who Should Attend?

This training session is a 'must' for all managers and professionals and everyone whose job involves communicating with, and influencing, other people

Course Outline:

DAY 1

Exploring Communication Skills

- Course introduction and overview of course activities
- Barriers to effective communication and how to overcome them
- The interaction of verbal, non-verbal and 'hidden' elements in communication
- NLP and Emotional Intelligence - developing sensitivity and building rapport
- Briefing skills

- Intra - and inter - team communications and meeting skills - ensuring constructive discussions
- Assertiveness, conflict management and emotional resilience
- Video review – Learning point

DAY 2

Negotiating Skills & Influencing skills

- Negotiating Exercise 1
- Preparation, planning objectives and positions
- Exploring deal variables and win-win opportunities
- Structuring a negotiation
- Bidding, bargaining, proposing and closing
- Creative negotiating - 'thinking outside of the box'
- Negotiation Exercise 2
- Principles of Influence
- Influencing Style
- Expanding your Spheres of Influence
- Compensation rather than Compromise

DAY 3

Presentation Skills 1

- Presentation Skills Exercise 1
- Characteristics of effective presentations and presenters
- Confidence and nerves
- Determining content and level
- Structuring a presentation
- Making a case
- Preparing for a presentation
- Developing and using notes
- Presentation Skills Exercise 2 (Part 1)
- Using and abusing visual aids (PowerPoint)

DAY 4

Presentation Skills 2

- Stage management

- Using your voice and body and facial expression
- Choosing your words - psycho-linguistic research and the art of oratory
- Presentation Skills Exercise 2 (Part 2 - preparation)
- Presentation Skills Exercise 2 (Part 3 - presentations and feedback)
- Managing the audience
- Handling questions

DAY 5

Presentation Skills 3/Communication

- Presentation Skills Exercise 2 (Part 3 - presentations and feedback) cont'd
- The Presentation Situation
- Finding the Right Approach
- Presenting as a team and individual
 - Feedback session on Presentation
 - Individual assessment report
 - Ways of Organizing Material
- **Exercise:** Final Presentation by each participant
- **Video Taping** – Each Presentation for Feedback
- Program review and action points

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

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

