



PRESENTATION SKILLS

Making a Powerful Impact On Any Audience

Course Introduction:

It is widely recognized that speaking to groups and audiences is one of the most difficult tasks to accomplish with distinction; yet it is one of the most commonly used methods of communication in the business world. This course is for anyone who wishes to develop their presentation skills.

Course Objectives:

By the end of this course you will be able to:

- To identify the characteristics and skills of an excellent presenter
- To examine the key ingredients of a successful presentation
- To learn how to prepare the beginning, middle, and end of an effective presentation
- To appreciate effective communication and influencing while presenting, and recognize how this impacts the audience
- To understand how to overcome feeling nervous and appearing nervous in front of your audience
- To understand the importance of having a clear 'Aim' and 'Objectives' for all your presentations
- To recognize the value of preparation and rehearsal to ensure the successful outcome of a presentation
- To learn how to encourage audience participation, deal with questions, and cope with a challenging audience
- To develop an action plan for continuous improvement in your future presentations

Who Should Attend?

All personnel who, as part of their job, need to deliver engaging and effective presentations.

Course Outline:

- The Essentials Of An Effective Presentation
- The Language Of Powerful Presentations
- Creating Your Presentation
- Structuring Your Presentation – The Beginning, The Middle, And The End
- Developing Clear Aims & Objectives For The Presentation
- Generating Ideas For The Presentation
- Delegate Presentations
- Trainer And Peer Feedback
- Recordings & Replays For Review
- A Logical Sequence For The Presentation

- The 'Beginning' Of The Presentation
- The 'Main Body' Of The Presentation
- The 'Ending' Of The Presentation
- The Use Of Questions And Audience Participation In Presentations
- Delegate Presentations
- Trainer Feedback
- Recordings And Replays For Review
- Points For Improvement
- Preparation For The Final Individual Presentation With Trainer Feedback
- Effective Use Of Visual Aids
- Preparing Yourself For Your Presentation
- The Challenging Audience
- Delegate Presentations
- Trainer And Delegate Feedback
- Recordings And Replays For Review
- Development Of Your Presentation Style, Based On Feedback Received During The Course
- Action Plan For Transferring The Learning Back To The Workplace

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

