



# POWERFUL BUSINESS

## Presentations & Public Speaking



## Course Introduction:

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Public Speaking can be daunting. However, controlling nerves, competent use of gestures/facial expressions/pauses, scripting a winning speech, apt application of audio-visual aids, PowerPoint presentation excellence, audience management, confidence and a host of other presentation skills can indeed be learnt, honed and practiced to perfection.

As the CCL slogan boldly declares: It's not just about WHAT you say; it's HOW you say it! Would you like to propel yourself forward professionally, academically or socially? You too could be well on your way to becoming a dynamic and effective presenter!

## Course Objectives:

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**At the end of the course delegates will be able to:**

- Manage your nerves and exude confidence
- Establish rapport and engage your audience
- Plan, prepare and structure presentations effectively
- Deliver professionally; with style, passion and impact
- Make powerful, compelling PowerPoint presentations

المركز العالمي للتدريب والتطوير  
International Centre For Training & Development

## Who Should Attend?

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If you already consider yourself a good presenter and you wish to become even better, this workshop is for you, it will significantly improve your ability to communicate.

## Course Outline:

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- Communication Basics/Qualities of Effective Speakers
- Managing Nerves and Building Confidence
- Proper Preparation, Planning and structuring
- Voice 5
- Non Verbal Communication: Body Language and Image

- PowerPoint Presentation and Audio-Visual Excellence
- Audience Engagement and Adding Punch
- Modes of Delivery Speech Work Out with video-recording and playback
- Group presentations and peer evaluations
- Total Speech Work Out - Grand Presentation/Speech

## Course Certificate:

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

## Course Methodology:

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**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:

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**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:

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### Daily Course Timings:

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|---------------|----------------------------|
| 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               |

