

Presentation Skills

COM005

Course Overview

Excellent presentation skills are vital to success in today working environment, and the pressure on professional businesspeople to excel in projecting a good self- image in the public forum is never ending. This program will walk delegates through a step - by - step process of preparing, then delivering dynamic and engaging professional presentations that leaves an impact. It will also help them control the stage fear and tension before presenting; and will allow them to handle audience questions after delivering their speech.

Course Goal

To upgrade participants knowledge about the knowhow of structuring and preparing an impactful presentation and delivering a compelling talk.

Course Objectives

By the end of the course, participants will be able to:

- Know the essential and the practical techniques for effective presentation.
- Use techniques to impress the audience and keep them attracted.
- Learn 15 effective stage tactics for delivering their speech.
- Analyse their audience and prepare their talk accordingly.
- Apply effective tactics to reduce stage fright.
- Handle audience questions effectively.
- Deliver a compelling presentation.

Who should Attend

- Professional employees giving frequent presentations.
- Employees presenting to clients and important customers.
- Leaders & Managers since they frequently give presentations.
- All employees who deliver presentations.

Course Duration

5 Working Days

Course Outlines

1. Psychological Insight of Public Speaking

- Definition of effective presentation
- Common speakers' fears
- Root cause analysis of speaker fears
- Criteria of impactful presentations

2. Before The Presentation

- Basic preparation 5 questions
- Audience profiling-What we need to know?
- 9 steps for structuring the presentation

3. Final Preparation

- Professional rehearsal
- Equipment control
- Checking the room

4. Stage Fright

- Signs of speaker's nervousness
- Controlling nervousness

5. Dynamic Delivery

- 15 most important delivery techniques focusing on:
 - Posture
 - Eye contact
 - Using your voice
 - Movements on the stage
 - Gestures

6. Handling Audience Question

- Why audience ask questions?
- How to respond to audience questions

7. Practice Session

- This session will give participants the opportunity to practice delivering their own presentations, then receiving feedback from other participants.

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