

“Effective Presentation Skills” Training Program (English Material)

Course Length: 12 Hours @ 3 days

Course Brief Description

Presentations and reports are ways of communicating ideas and information to a group. But unlike a report, a presentation carries the speaker's personality better and allows immediate interaction between all the participants. A good presentation has:

- **Content:** It contains information that people need. But unlike reports, which are read at the reader's own pace, presentations must account for how much information the audience can absorb in one sitting.
- **Structure:** It has a logical beginning, middle, and end. It must be sequenced and paced so that the audience can understand it. Where as reports have appendices and footnotes to guide the reader, the speaker must be careful not to loose the audience when wandering from the main point of the presentation.
- **Packaging** - It must be well prepared. A report can be reread and portions skipped over, but with a presentation, the audience is at the mercy of a presenter.
- **Human Element** - A good presentation will be remembered much more than a good report because it has a person attached to it. But you still need to analyze if the audience's needs would not be better met if a report was sent instead.

Course Objectives

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

- Know how to address a large number of audience
- Attract the audience and keep them concentrating during your presentation?
- Know, what should be done before, during, and after your presentation
- Handle your audience’s bad habits as interruptions, etc?

Training method

The trainer will use the facilitation style “two ways communications“, between the participants & the facilitator, using the technique of what ? – Now what ? – So what ? Through conducting role-plays and team activities and conclude by group Debrief. Also, the course includes workshops, through intensive in-class workshops, participants work in small groups to apply all techniques and build a presentation using the Power-Point tool.

Course content

- How to prepare the content for your presentation
- How to deliver effectively
- What to do Before, During, and after the presentation
- The Voice as the most valuable tool of the presenter (tone, volume, pitch ...ect)
- Active listening
- How to handle questions?
- The body during presentation
 - Eye Contact
 - Facial Expressions
 - Gestures
 - Posture and body orientation
 - Proximity
 - Voice
- How to handle the main enemy of the presenter (tension and nerves)
- Top Ten Mistakes made by presenters
- Bad delivery Habits