



Powerful Presentation for Professionals

Throughout our lives we make personal presentations using our acquired personal communication skills, these can be one to one or to audiences ranging from the boardroom to the auditorium. Presentations can be one of the most nerve racking experiences but for those who master this critical capability it can be the platform to deliver an exciting and informative session and form part of a powerful communications strategy. Enhancing one's performance in presenting from first impression to lasting impression.

Expected Accomplishments

- Prepare, plan and deliver more effective presentations
- Use visual aids to enhance and add impact to their presentations
- Know how to deal with questions
- Identify the do's and don'ts in a presentation
- Overcome anxiety

Course Outline

- Levels of presentations
- Planning your presentation
- Preparation for a presentation
- Presentation structure
- Developing and using visual aids
- How to deliver your presentation: from body language to voice articulation
- Dealing with anxiety
- Presentation tips
- Questioning techniques

Who Can Benefit

Personnel from any discipline

Related Training

- Advanced Communication Skills – The Power of Assertiveness
- Effective Negotiation Skills
- Public Speaking & Powerful Presentation

Duration

2 days

Mode

Consultant led classes with individual exercises, group discussions and project presentations.





Prerequisites

Good command of English

Course Code: COM-150

