

PRESENTATION SKILLS & COMMUNICATION SKILLS

The broad learning objective of this course is to develop the awareness, knowledge, skills and attitudes of participants needed to deliver effective professional presentations. The course is divided between what good communication is, how to prepare an effective presentation, and delivering your presentation so that you have a persuasive impact on your audience.



COURSE OBJECTIVES:

After course you should be able to :

- Understand the purpose of your presentation.
- Strategically plan your presentation based upon an audience analysis.
- Apply verbal skills to capture and maintain audience interest.
- Apply critical listening skills and respond confidently to questions.
- Develop awareness of how effective non-verbal messages are communicated.
- Improve your written communication skills, using memos, emails and reports.
- Overcoming blocks - using mind maps for designing your power point presentation.
- Hearing your Speaking Voice, tone, articulation, pitch and volume.
- Speaking with energy.
- Design and use appropriate visual aids to support your presentation.
- Deliver and evaluate your presentation by reviewing a video of your presentation.
- Apply a rigorous communication checklist for evaluating presentations.

COURSE OUTLINES :

- Effective Communication
- Understanding your audience
- Presentation skills
- Non-verbal Communication
- Using the Voice
- Delivering your presentation
- Feedback and evaluation of your presentation

COURSE DURATION : 3 Days , 6 Hours /day