

Course Name: Effective Presentation Techniques

Course Dates: 20th -22nd June 2016

Course Fees: 30,000

Introduction

No matter how good or important a message is, if it's not delivered in a robust, interesting and effective way, chances are that it won't be heard at all. Strong presentation skills can advance a career and one of the 21st century core skills needed of team leaders. Presentation techniques support staff to be professional in their approach of presentation content design, implement commanding visual images, consider audience ability and make consistently influential, convincing and confident presentations. Participants will discover Tony Buzans theory and apply and evaluate tips and tools to conquer a podium and deliver effective presentations that get results. From dynamic introductions, making transitions, using diverse presentation media to powerful closing, participants will have an opportunity during the training to practice delivery in front of colleagues and a recording camera and refine their platform skills

Course Objective

- Identify key messages in a communication presentation
- Identify four essential components of a presentations
- Describe audience analysis and why it is needed in every professional presentation
- Structuring a presentation and operative transitions
- Content scheduling, formation and delivery time planning
- Cultural intelligence, delivering to a pluri cultural environment
- Create attention grabbing content and inclusion of audience in delivery of material
- Develop strategies to have impactful presentations
- Identify own planning and delivery challenges after viewing own video recording from tape.
- Develop cross cultural awareness with presentations
- Identify the three triangle pillars of presentation skills.

Who should attend?

Participants who make presentations in their unit / Department or in public areas of work.
Staff who communicate to other staff in public fora.

Topics to be covered

Course supports cohort plan- deliver high level presentations through practice- Conviction – How communication fails- Managing Qs inside presentation, Starting with a bang- Culture - Star notion -facilitates participants with tools in message design- constituting presentation (how to package our message), making seamless presentations, application of supporting aids for presentations – Analysis of content comprehension from participants perspective- Evaluation of best practices for using different mediums for visuals and fielding questions are practiced.

Preparations for Participants: Prepare a 3 minute presentation on a topic of your own and MUST have strong captivating visual aids.