

Delivering Effective Business Presentation Skills

Duration: 2 Days (08:30 - 16:00)

Overview:

This course teaches students about creating effective presentations. Students learn how to determine realistic presentation objectives, analyze the audience, use supporting materials effectively, organize a presentation clearly, and successfully incorporate visual aids. Course activities also cover reducing the fear of speaking, remaining calm, appearing relaxed, and improving the delivery of your presentation. Finally, students learn how to assess the audience members and answer their questions, organize a persuasive presentation, and use reasoning and emotional appeals to persuade an audience. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Audience:






















- This course is intended for anyone who need to learn how to create and deliver effective presentations

Pre-requisite to attend:

- None

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No.	Module	High Level Topics
Day 1		
1	Fundamentals of presentation	 Topic A: Effective presentations  Topic B: Planning a presentation
2	Audience analysis and supporting material	 Topic A: Audience analysis  Topic B: Supporting materials
3	Building presentations	 Topic A: Build presentations  Topic B: Develop an introduction  Topic C: Organize the body of the presentation  Topic D: Effective conclusion
4	Presentation mechanics	 Topic A: Visual aids  Topic B: Understand visual aids
5	Presentation process	 Topic A: Extemporaneous speaking  Topic B: Preparation for speaking  Topic C: Deliver a presentation  Topic D: Nonverbal communication
6	Question-and-answer session	 Topic A: Handle questions effectively  Topic B: Handle challenging questions
7	Fundamentals of persuasion	 Topic A: Understand persuasion  Topic B: Organize a persuasive presentation  Topic C: Methods of persuasion
Day 2		
8	 Practical applications with pre and post recordings.  Corrective exercises	

Sales Hours: Monday to Thursday 08:00-17:00 and Fridays until 16:00

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