



Training Course	Presentation Skills
Course Language	English
Course Duration	Total Number of hours : 18 Days : 3 days Time : 8am – 2 pm
Course Content (The course will cover 3 key aspects of Presentation Skills: The Presenter, The Presentation and Audience)	Being a High Impact Presenter <ul style="list-style-type: none">• The 5 step methodology to be an effective presenter• CATA approach to public speaking : Connect - Anchor - Tune - Analyze• The skill Building Cycle : Taming FEAR – Discovering your style – Verbal/Non-Verbal /Para-verbal communication• Crafting your presentation to inform, persuade, entertain, motivate & reinforce Building an Effective Presentation <ul style="list-style-type: none">• Plot the path – Setting objectives, Assessing & addressing the needs, Purpose to point, story board model – speech construction• Shaping the presentation – Effective visual Aids : Flipchart/PowerPoint, Vibrant Videos & Audios• The Golden Rules of PowerPoint Presentations• Volume vs Retention• Designing Impactful Slides Engaging Audience Effectively <ul style="list-style-type: none">• Opening & Closing strategies• Dynamics of vocal variety• The Speaker as a visual aid• Stimulating participation and interactivity• Managing difficult audience/group



Course Content

Effective Virtual Presentation : Ideas, Tools & Techniques

- Embrace Technology for Efficiency & Effectiveness
- Enhancing participation through engagement
- Sharpening your Message
- Using Tech tools – Poll/BreakoutRoom/Whiteboard
- Engaging through Q&A

Rehearsing & Delivering your Presentation

- 3 Cs – Rehearsal technique
- Feedforward & Feedback analysis and incorporation
- Applying your Presentation tool kit

Learning Outcomes

At the end of the program the trainees will be able to:

- Projecting and varying the pitch, pace and tone of their voice to gain and retain audience interest and reinforce the presentation messages
- Use posture and movement to give additional impact to verbal messages
- Prepare structured presentations
- Apply their learning to a work presentation and received feedback on their style and impact in presenting

Target Audience

Designed for first time presenters or presenters that aspire to make their presentation impactful and engaging

Course Material /Technology used/ Details Relevant to the course.

Presentation Skills Workbook

Experiential Exercises

Use of MS Powerpoint to design and deliver a presentation

Pre and Post Course Recording of Presentations to demonstrate the learning *as applicable based on attendees preference