

MAKING POWERFUL PRESENTATIONS

COURSE OBJECTIVES:

By the end of the program, participants will be able to:

- Practice the basic techniques and skills necessary to design dynamic presentations.
- Prepare and deliver two presentations and give and receive feedback on them.
- Develop greater confidence in speaking to a group of people.
- Learn the qualities of a dynamic presenter and ways for achieving them.

WHO SHOULD ATTEND?

All employees and managers who need to make effective oral presentations to others

MATERIAL LANGUAGE: English

PRESENTATION LANGUAGE: English/Arabic

TRAINING METHODOLOGY:

Each course participant will receive a copy of the comprehensive course notes. The presenter will discuss the topics using OHP-Data show. The course is designed to have an interactive format to maximize delegate participation. Questions and answers are encouraged throughout and at the daily sessions. Needs based case studies and examples will be discussed in problem solving workshops sessions. This gives participants the opportunity to discuss with other delegates and the presenter their specific problems and appropriate solutions.

COURSE CONTENTS:

DAY 1:

Introduction

Qualities of a Dynamic Presenter

- Understanding the Key Characteristics
- Achieving the Desired Confidence Level

DAY 2 :Public Speaking Anxiety PSA

- The Contributing Factors
- Physical and Psychological Roots
- Overcoming PSA for the Beginner Presenter

DAY 3 :The Preparation Stage

- Researching and Organizing the Presentation
- Analyzing the Audience
- Rehearsing Techniques

DAY 4 : Getting Attention and Keeping Interest

- Eye Contact, Voice, and Body Movement
- Avoiding Bad Speaking Habits
- Conviction and Enthusiasm
- Use of Attractive Visual Aids

DAY 5 : Group Issues in Oral Presentations

- Handling Questions
- Handling Disruptive Behavior
- Seating Arrangements

