

## Course Overview:

Learn how to improve your business presentation skills, to present with impact. This training course which can be tailored to your needs, with practical exercises aimed at substantially improving your presenting and public speaking techniques. Also, it will improve participants' public speaking skills and knowledge. The training includes effective presentation techniques to enable delegates to present professionally and confidently, as well as engage well with the audience. In addition, participants will have the opportunity to make three short presentations and will receive feedback on their current presentation style, as well as ideas to enhance their delivery.

## Course Objective:

Learn basic techniques for presenting including the different methods of delivery. Prepare and deliver presentations and give and receive feedback on them. Deliver the presentations with optimal use of time. Use audiovisual support to enhance effectiveness and delivery.

## Course Outline:

### Projection

- Body Language and Voice
- Voice – Pace and Projection
- Presentation, exercise in pairs, facilitated whole group discussion

### Posture

- Body language and movement
- How should we stand?
- Gestures and body movement
- Personal mannerisms
- Individual exercise, facilitator demonstration, facilitated group discussion

### Pace, Projection and Posture Practise

- Individual preparation
- Using pace, projection and posture in our presentation
- Individual presentation, facilitated group feedback and coaching

### Preparation – key tips

- Setting objectives
- Making it interesting
- Key messages
- Visual aids
- Small group exercise, facilitated learning review, presentation tips

### Performance – Interaction and Control

- Interacting with the audience
- Maintaining control during the presentation
- Dealing with difficult audience behaviour
- Group discussion, presentation, pairs exercise

### Final presentation

- Preparation
- Individual work related presentation
- Individual presentation, facilitated group feedback and coaching

### Action planning and reflection

## Training Language:

English-Arabic

## Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation

## Venue | Date | Fees

Khobar | 14-04-2024 | 10,350 SAR

- Review of learning and action planning, course feedback
- Individual reflection, action planning exercise with co-coaching, facilitated group review

The training will be supported with:

- An optional participant pre-course questionnaire and/or pre-course reading on effective presentation skills
- A colour printed workbook with presentation tips, techniques and space for personal notes

### **Who Should Attend:**

This training course is perfect for those with experience of presenting, who want to improve their communication delivery style and the impact of their business presentations