

Powerful Presentations

Duration: 2 Days **Course Code: GK2736**

Overview:

Learn to produce powerful, effective presentations-from concept to delivery.

The clearer a presentation's purpose, the more effective the presentation. In this course, you'll learn to develop a clearly stated purpose and design a logical flow, resulting in a presentation that's clear, concise, and comprehensive. You will learn how to understand your audience and gear your content to them to increase the impact of your presentation. You'll also discover techniques to manage audience questions and overcome stage fright.

Target Audience:

Sales professionals, account managers, business development professionals, and anyone who presents information, formally or informally.

Objectives:

- At the end of this course delegates will know :
- What effective communications are
- Quality standards for presentations
- The communication loop
- Active listening skills
- Writing an effective presentation
- Creative high-impact visual aids
- Delivery skills
- Managing the presentation meeting

Prerequisites:

- There are no prerequisites for this course

Content:

Course Plan and Content:

- Why a presentation?
- Stage fright
- Presentation skills

Communications:

- Fundamentals of effective communication
- Quality standards
- What goes wrong?
- The communications loop
- Active listening
- Audience analysis

Writing Presentations:

- Work with an outline
- Begin with a well-defined objective
- Decide what not to say
- Design for a particular audience
- Tell a story
- Keep it interesting
- The shorter the better
- Repeat your main points
- Include the audience
- Use simple language
- Speaker's notes and visual aids

Visual Aids:

- Purpose of audio-visual aids
- Example presentation slides

Delivery Skills:

- Considerations
- Confidence
- Nervousness and stage fright
- Handling mistakes
- Pace
- Discipline
- Interactions
- Learning from others

Meeting Management:

- Meeting do's
- Meeting don'ts
- Managing questions during presentations
- Follow through

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Attendance of this course will gain the student 12 PMI PDUs

Further Information:

For More information, or to book your course, please call us on +20 2 2290 2163/2148

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