

## Effective Presentation Skills

### COURSE OUTLINE

#### Overview

In business, you need to able to present ideas to other individuals including colleagues, clients and investors. Being able to give a professional public presentation is an important business and essential workplace ability. With an appropriate method of practicing presentation skills and developing listening, everyone is capable of giving an effective public presentation. The challenge is to plan, prepare and deliver.

The course is highly interactive, with opportunities to practice your skills. You will benefit from all opportunities available in the classroom.

#### Objectives

By the end of the course, participants will have learned:

- recognize the importance of preparation, organization and delivery of the presentation in business context, and their responsibilities to avoid
- errors about verbal and physical delivery, vocal and nonverbal communication
- identify features of great presentations and listening
- identify each your strengths, weaknesses and how to improve and
- improve your presentation style through feedback from your peers

#### Course Structure

Eight, one-hour training modules

#### Content

##### Class 1: Presentation Planning & Design

###### • Course Introduction

- Identify your audience - identifying a clear problem to address
- Identify your objectives for the presentation
- Plan a top-down presentation structure