

**Training Title**

**ADVANCED PRESENTATION & PUBLIC SPEAKING**

**Training Duration**

**5 days**

**Training Venue and Dates**

REF	Advanced Presentation & Public		15-19		
SS040	Speaking	5	November 2020	\$4,500	Dubai, UAE

Training will be held at any of the 5 star hotels. Exact venue will be informed later.

**Training Fees**

- 4,500 US\$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Buffet Lunch

**Training Certificate**

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

**TRAINING DESCRIPTION**

Everyone can present well with practice and preparation. To do a really good presentation we need to know how to go about it. This is true whether our presentation is to large or small groups. People are not "born presenters", although some have greater natural ability than others. Presentation is a skill that needs to be learned.

In this course you will learn how to perfect your public speaking skills through a program of instruction, constructive feedback and discussion.

As a participant:

- You deliver five short presentations in varied formats
- You video and assess your personal performance during each presentation
- You get feedback from the tutor and the other delegates
- You get lots of the latest ideas to underpin your progress
- You get to take with you the video of your own performance for further reflection and improvement when the course has ended

Your individual Presentation may cover a technical, professional or global topic. You should prepare a short speech (maximum 3 minutes) before the Course. You will deliver it twice. After each delivery there will be structured self-assessment, video analysis and constructive help and guidance. You will be encouraged to set personal improvement

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targets both during and after the Course. Comprehensive Course Notes are provided for permanent reference

### TRAINING OBJECTIVES

- To enable Participants to present themselves well - in a variety of situations
- To increase Personal Confidence when speaking in public
- To get and keep the attention and interest of the Audience
- To prepare a presentation that causes the Audience to take the required action
- To assess the need for "Visual Aids" - and to use them effectively
- To understand and use "Body Language" to reinforce the spoken word
- To "read" the reactions of the Audience and respond to them
- To handle difficult Questions confidently
- To develop the Personal Style that is most natural
- To help Participants to "see themselves as others see them"

### TRAINING METHODOLOGY

A highly interactive combination of lecture and discussion sessions will be managed to maximize the amount and quality of information, knowledge and experience transfer. The sessions will start by raising the most relevant questions, and motivate everybody finding the right answers. The attendants will also be encouraged to raise more of their own questions and to share developing the right answers using their own analysis and experience.

All attendees receive a course manual as a reference.

This interactive training workshop includes the following training methodologies

30% Lectures

30% Workshops and work presentation

20% Group Work & Practical Exercises

20% Videos & General Discussions

### WHO SHOULD ATTEND

This course is designed for anyone who may need to address groups of people, or give an Interview on behalf of their Company. This will include Managers, Engineers, Supervisors, and Sales and Marketing Staff. The course is for anyone who wishes to improve his or her Public Speaking skills in English. Previous experience of Public Speaking is not required. The Course Director will assist all participants, whatever their previous experience.

All participants will need a small amount of preparation work in their own time during the Course - which will be limited to 15 people, so that everyone can participate fully

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## COURSE OUTLINE

### Getting Started with Public Speaking

- Getting the best out of the Course
- Becoming a quality Speaker/Presenter
- Basics of Public Speaking:
- "Thinking Audience"
- Clear Objectives and Messages
- The Personal Touch
- Winning the People
- Deliver first (prepared) Presentation - without Visual Aids
- Review of first Presentations

### Becoming More Professional

- The importance of Preparation
- Research
- Preparing Notes or Script
- Use of "Visual Aids"
  - "PowerPoint"
  - Overheads
  - Flip Charts
- Rehearsal
- Delivery of Revised Presentations

### Building Confidence

- Review of Second Presentations
- Finding your "Personal Style"
- Body Language
- Opening and Closing
- Humour
- Avoiding the "Pitfalls"
- Expanding your Potential as a "Communicator"

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- Assign Teams, Subjects and Objectives for Third Presentation
- Basic Team Preparations

NOTE:

Pre & Post Tests will be conducted

Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.



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