

Training Title



EFFECTIVE PRESENTATION SKILLS (ILM Recognised Certification Training)

Training Duration

5days

Program hours:- 5 days X 6 hours per day

Total hours – 30 Hours

Training Venue and Dates

REF					
ILM022	Effective Presentation Skills	5	04-08 Mar 2018	\$4250	Dubai, UAE

Ref (ILM003)

In any of the 5 star hotel. Exact venue will be informed later.

Training Fees

- **4250US\$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Buffet Lunch**

Training Certificate



International Leadership Management (ILM) Recognised Certificate will be issued to all participants who successfully attend and pass the Post Assessment Tests.

Define Management Consultants Certificate of course completion will be issued to all attendees.

Outline

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COURSE OBJECTIVES

- Organizing an effective speech
- Creating a strong opening
- Selecting speech topics
- Re-enforcing the purpose of a speech
- The effect of sincerity
- Notes, when do you need to use them
- Selecting words for the speech
- Using of devices
- Eliminating jargons

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

COURSE TOPICS

- *Introduction to the importance of presentation skills*
- *What is presentation skills?*
- *Why do we need it?*
- *Organizing an effective speech*
- *Clarify your purpose*
- *Practicing presentation- Testing current level for the audience*
- *Re-enforcing the purpose of the speech*
- *The use of body language*
- *facial expressions*
- *Show Sincerity*
- *Delivering your talk*
- *Think as you speak*
- *Why do we need to practice impromptu speech?*
- *Organizing the impromptu speech*
- *Topics to avoid*
- *Building relation*
- *Selecting words for your speech*
- *Devices*

Case Studies, Discussion, Last Day Review & Assessments will be carried out