

**Training Title**

**EFFECTIVE PRESENTATION SKILLS**

**Training Duration**

5days

**Training Venue and Dates**

|       |                               |   |           |         |            |
|-------|-------------------------------|---|-----------|---------|------------|
| REF   |                               |   |           |         |            |
| ML003 | Effective Presentation Skills | 5 | 11-15 Nov | \$4,250 | Dubai, UAE |

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

**Training Fees**

- 4,250US\$ 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.

**COURSE OUTLINE**

Presentation skills are one of those skills that are better learned by practice. This course will guide participants from simple skills, to most complex ones. Participants will be requested to prepare and presents speeches, and will receive evaluations. Their performance will be monitored. This workshop is highly active; it is designed to provide hands-on skills for presentations. Completing this session will make participants ready for all types of business or social presentations in a closed environment. Mastering the skills, however, will depend totally on the participant practicing the skills in real life, where atmosphere could be more hostile and threatening. Time and practice are the only guarantee for superiority in presentation skills.

**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

**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 presentation skills in English. 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.

**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

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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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