

**Training Title**

**EFFECTIVE PRESENTATION SKILLS**

**Training Duration**

**5days**

**Training Venue and Dates**

REF			21 – 25 Apr.		
ML003	Effective Presentation Skills	5	2025	\$5,500	Dubai, UAE

In any of the 4 or 5-star hotels. The exact venue will be informed later.

**Training Fees**

- \$5,500 per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Lunch

**Training Certificate**

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

**INTRODUCTION**

Effective presentation skills are crucial in both professional and academic settings, enabling individuals to communicate ideas clearly, engage audiences effectively, and achieve desired outcomes. This involves not only mastering the content but also delivering it in a compelling and organized manner. Effective presentations captivate listeners, convey messages persuasively, and leave a lasting impact.

**TRAINING 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

**WHO SHOULD ATTEND:**

1. Business Professionals
2. Academic Professionals
3. Students

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4. Public Speakers
5. Leaders
6. Job Seekers

### 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 are 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

NOTE:

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**Pre & Post Tests will be conducted**

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



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