

# Presentation Skills Training



## Overview:

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Excellent presentation skills give you a platform to demonstrate your communication skills, influencing abilities, leadership qualities and promotion potential. Our objective is to teach you the skills and techniques that will give you both the confidence and competence to enjoy making presentations in all situations.

## Benefits for the Participants:

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- How to project credibility in your presentation
- Recognizing essential do's and don'ts for perfect presentations
- Keeping audience attention throughout the presentation
- How to deliver powerful beginnings and endings
- How to structure your presentation to deliver your key messages
- How to recognize and maximize your presentation strengths
- How to deal with pressure and nerves
- The importance of voice projection to create impact
- Develop powerful body language
- How to design and use visual aids to support your message

## Training Topics:

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The Presentation Skills training program will cover 3 important elements of conducting effective business presentations.

- Preparation
- Design
- Delivery
- **Preparation**
  - Understanding the importance of preparation before presentations
  - Understanding the objective of the presentation
  - Analyzing and understanding the audience

# Presentation Skills Training



- **Design**

- Using an effective title
- Determining the message
- Crafting the storyline
- Writing the introduction
- Planning the ending
- Making the most of your visuals

- **Delivery**

- Professional image when making a presentation
- Using appropriate body language and voice modulation during presentations
- Dealing with nervousness and pressure
- Organizing material for effective delivery

## **Training Hours:**

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- The content is designed for an 8-hour program