

PRESENTATION SKILLS

S. No.	Module	Training Objective	Focus Areas	Method(s) of Instruction	Duration - Breakup	Total Duration
1	Welcome	To give participants an overview of the Training Program; allow participants to set ground rules during training and formulate collective training objectives		Instructor-led PowerPoint including open-ended questions for eliciting objectives	30 min.	30 min.
2	Pre-training Assessment	Assess the presentation skills of participants through sample		Video-recording with feedback	150 min.	150 min.
3	Preparing for a Presentation	To enable participants understand and execute the various steps involved in preparing well for a presentation.	Objectives of the Presentation Understanding the audience Planning for timelines Mediums of instruction	Movie clips Exercise: Gray Elephant ILT	10 min. (movie clips) + 10 min. (exercise) + 30 min. (instruction)	50 min.
4	Presentation Design -- Structuring	To enable participants structure their presentations effectively for creating maximum impact with the audience.	Presentation Title Introduction to the Presentation Determining the message Crafting the storyline Building the storyboard Planning the ending	Team Activity: Building a Storyboard Brainstorming ILT	90 min. (activity) + 15 min. (brainstorming) + 30 min. (instruction)	135 min.
5	Aesthetics	To sensitize participants to some of the aesthetics involved in delivering a good presentation and avoid making some errors that could make the audience lose interest during the presentation.	Using visuals Using animation Making a presentation engaging - role plays, activities, and Do's and Don'ts	Team Activity: Sales Presentation for a Retail Store Brainstorming ILT	150 min. (team activity) + 15 min. (brainstorming) + 60 min. (instruction)	225 min.
6	Presentation Delivery -- Dealing with pressure	To enable participants practice tools to help them conquer stage fright.	Understanding common fears Techniques to deal with nervousness Self-talk Visualization Physiology and Psychology	Movie clip Activity: Deep Breathing Other activities to practice self-talk, visualization, and to bring about physiological changes ILT	10 min. (movie clip) + 5 min. (deep-breathing activity) + 20 min. (other activities) 45 min. (instruction)	80 min.
7	Presentation Delivery -- Presenter Effectiveness	To enable participants enhance their personal effectiveness and build credibility with the audience by sprucing up their communication styles and their 'image' while making presentations.	Body Language Tone of Voice Presenter Appearance Gaining Attention Handling Questions Do's and Don'ts	Movie clips Brainstorming ILT	30 min. (movie clips) + 15 min. (brainstorming) + 60 min. (instruction)	105 min.
8	Persuasion Skills	To enable participants use some proven techniques that would help them convince people they're trying to resolve conflicts with, to do what the participants want, in a way that	Primary elements of persuasion Pinciples of powerful persusasion Techiques of persuasion	Movie clips \$100 Game ILT	20 min. (movie clips) + 40 min. (game) + 15 min. (instruction)	75 min.
9	Presentation Logistics	To sensitize participants to some of the logistical requirements they would have to think about for making their presentations effective and also plan	Equipment needs Disaster planning Logistics	ILT	20 min.	20 min.
10	Post-training Assessment	Assess the presentation skills of participants through sample		Video-recording with feedback	150 min.	150 min.