Overview:

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:

- 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 handle difficult questions from difficult audiences
- How to design and use visual aids to support your message

Training Topics:

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

- o Preparation
- o Design
- o Delivery

- **Preparation**
  - o Understanding the importance of preparation before presentations
  - o Understanding the objective of the presentation
  - o Analyzing and understanding the audience
  - o Understanding time constraints and scheduling the presentation

- **Design**
    - o   Using an effective title
    - o   Determining the message
    - o   Crafting the storyline
    - o   Building a presentation storyboard
    - o   Writing the introduction
    - o   Planning the ending
    - o   Making the most of your visuals – pictures and graphs

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

Training Hours:

The duration of the training program will be 16 hours (2 days).

Training Methodology:

Our training is carried out in a risk free environment which encourages trainees to practice the skills that are taught. We use a number of training methods including:

- Simulations
- Video recording with feedback
- Group exercises to enhance the learning process.

Assessment Methodology:

- A Pre- and Post-Training Assessment will be conducted in the following way:
    - Each participant will come in prepared to do a 5 minute presentation
    - Parameters that have been decided on will be used to score this presentation
    - This presentation will be videotaped
    - At the end of the program, each participant will do another 5 minute training
    - They will be graded on the same parameters
    - The presentation will also be videotaped
    - The trainer will give a short written evaluation on each participant with regards to his/her strengths and growth areas in the space of training
    - MMM will hand over the written evaluation and the pre- and post-training assessment videos to your organization

Resources Required:

- Momentum Training Solutions will conduct the training
- Maximum number of participants to a session will be 15
- The training will be conducted at a venue organized by your organization
- The following will be provided by your organization:
    - The LCD projector & Audio speakers