



MAESTRO
CONSULTANTS

EFFECTIVE PRESENTATION SKILLS



COURSE OUTLINE 2020

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TRAINING TITLE

EFFECTIVE PRESENTATION SKILLS

VENUE

Dubai, UAE

DURATION

5 Days

DATES

27 September - 01 October 2020

PRICE

US\$4,000 per attendee including training material/handouts, morning/afternoon coffee breaks and Lunch buffet daily.

TRAINING INTRODUCTION

Presentation skills are critical for achieving excellence at workplace. The Presentation skills are essential for individuals and team interaction. This workshop will help the participants to develop effective presentation skills that exhibit a number of features, including process, content, structure, packaging, delivery and human touch elements.

Presentations and reports are ways of communicating ideas and information to a group. But unlike a report, a presentation carries the speaker's personality better and allows immediate interaction between all the participants. An effective presentation has a number of requirements, including content, structure, packaging, communication and human elements.

This workshop lays out the core principles to build presentation skills appropriate to each person and the wide variety of situations in which we need to perform. It draws on perspectives from psychology, linguistics, sociology, and hard practical experience to help the participants create simple, clear and compelling presentations and deliver them effectively. The workshop involves an active and confidence-building of coaching and fun workshops with an inspiring presentation coach.

By the end of this course, the attendees will be able to, know their current presentation style, Deal with their Nervousness, Plan for their Presentations, prepare for Presentations, Develop and use visual Aids, Delivering the Presentation, Question and Answer Time and Techniques.

TRAINING OBJECTIVES

Upon completion of this course, the participant should be able to:

- Enhance their active listening skills to anticipate and avoid common misunderstandings.
- Eliminate the roadblocks that undermine their ability to communicate efficiently and effectively.
- Understand the process of developing presentation.
- Develop techniques and practice skills to help participants make more effective presentations.
- Understand the importance of preparation.
- Develop an understanding of structure and the key components of successful presentations.
- Plan and make a presentation.
- Deliver presentations to various levels of audience.
- Practice the art of observation and provide feedback to colleagues on delivering presentations.
- Prepare an action plan to implement on return to work.

TRAINING AUDIENCE

This course is suitable for managers, coordinators, supervisors, engineers, assistants and administrators responsible for tenders, contracts, procurement, purchasing, supply, projects, planning, operations, construction, technical support

COURSE OUTLINE

Module 1: Introduction & Course Overview

- Introductions and Participant's Expectations
- Daily Schedule Outline
- Outline of Objectives and Key Topics

Module 2: Managing Effective Communications

- Exercise: Extent of Good Presentation
- Outline and Review of the Participants' Mock Presentation Tasks:
- Task 1: Group Presentation
- Task 2: Individual Presentation
- Quiz: How Good Are Your Listening Skills?
- Active Listening
- Exercise: Are You Listening?
- True Communication
- Communication Methods
- Do's and Don'ts While Communicating with Panelists.
- Controlling Emotions and Feelings While Communicating
- Importance of Tone and Pitch in Verbal Communication
- Understanding Body Language and Gestures and its Role in Communication
- Effective Ways to Answer Questions

Module 3: Presentation Skills (Part 1-Process and Structuring)

- Presentation Skills Overview
- Managing Communications
- Making the Case
- Defining your Objectives
- Determining Your Audience's Needs
- Gathering Information
- Strategies and Style of Presentation
- Getting the Equipment Right (audio-visual aids)
- Exercise: Define the Objectives of Your Presentation
- The Presentation Itself (Part i)
- The Presentation Itself (Part ii)
- Practical Scenarios
- Handling the Audience

Module 4: Presentation Skills (Part 2: Practical sessions)

- Participants to prepare and present their mock presentation assignments assigned at the beginning of the course.
- Preparation of Presentation Tasks
- Delivery of Presentation Tasks
- Observation Techniques

Module 5: Closing

- Participants' Personal Action Plans (PAP)
- Open forum: Review of Expectations

Q & A

TRAINING CERTIFICATE

MAESTRO CONSULTANTS Certificate of Completion for delegates who attend and complete the training course

METHODOLOGY

Our courses are highly interactive, typically taking a case study approach that we have found to be an effective method of fostering discussions and transferring knowledge. Participants will learn by active participation during the program through the use of individual exercises, questionnaires, team exercises, training videos and discussions of “real life” issues in their organizations. The material has been designed to enable delegates to apply all of the material with immediate effect back in the workplace.