Presentation Skills

Course Overview

Presentation skills should be acquired by anyone who wants to deliver a message across with its maximum impact including charismatic presence (voice and body language), visual media, and interaction. Presentation skills is a highly interactive training course and it would be beneficial to anyone trying to instruct, sell, or persuade people, providing each participant the opportunity to practice live
presentation and learn from other's experiences. Moreover, it includes a range of videos, workshops and exercises.

Course Outline

- Introduction:
  Following the initial formal introduction, participants will be required to make a 5 minute pre-prepared presentation on their job which will be reviewed by the group.
- Objectives of a Presentation:
  To illustrate the different types of presentation that can be made and the importance of deciding what is the objective.
- Pre-Planning the format
  To understand the basic rules in planning your presentation to meet your objective.
- Knowing your audience:
- Physical arrangements
- Final preparation of presentation
  To illustrate to the participants the natural tendency to be nervous & ways to overcome this
- Use of Visual Aids
- Body language - presenter and audience
  The importance of using correct body language by the presenter and the feedback that can be obtained from the audience.
- Handling questions
  This is a participative session in how to deal effectively with the different types of questions and the person making the question.
- Review
  This final session will review the contents and the objective of the course.
- Action Plans
  Each individual will develop his own Action Plans for the future.

Learning Objectives

After completing this course, participants will be able to:

- Overcome the stage fright of public speaking.
- Build a professional presentation that meets the presentation needs.
- Learn about different types of supporting material to determine the most convenient ones to his presentation.

- Master the delivery of the presentation through managing body language and voice.
- Conduct an effective question–and–answer session to handle challenging questions.
- Acquant the participants with the needed skills to become brilliant presenters

Who Should Attend
- Line and Middle Managers, admin staff, trainers, instructors, and those who conduct presentations or want to develop their presentation skills.

Course Duration: Two days from 9:00AM to 4:00PM

Registration Deadline: One week before the course date

Course Venue
Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

For Registration
- Logon to www.topbusiness-hr.com/Course_Register to fill a registration form. Alternatively you can request a registration form by mail from: training@topbusiness-hr.com.
- Payment should be made one week prior to course.
- Payment by cheque in Top Business's name or cash to our address.

For More Information
17, Abdel Wahab Selim Elbeshry St.,
Sheraton Heliopolis, Cairo - Egypt

T. +2 02 226 871 44 / +2 02 226 871 45
Ext. 440/1
F. +2 02 226 871 58
M. +2 010 229 20 433
training@topbusiness-hr.com
www.topbusiness-hr.com