



BUSINESS PRESENTATION

ONE DAY TRAINING COURSE

COURSE OVERVIEW

This training course focuses on the 'nuts and bolts' of presentations & provides a solid ground in the processes / practices of an effective presenting.

If you are looking for advanced training materials with more attention paid to delivering persuasive business presentations, you might like to consider attending this training course. We will not only teach & train but also provide the course material to be used later.

COURSE OVERVIEW

Participants will learn how to plan a presentation keeping the audience in mind, how to use 'attention grabbers' to enhance their openings, how to develop effective visual aids, how to use several methods and tools for presenting effectively.

This training will help the participants to be able to deliver effective presentations at their work by using the tools and guidelines provided in this workshop.

ONE DAY | 0900 - 1700 HRS

USD 1,500.0 / SESSION

15 PARTICIPANTS

COURSE CONTENT

- Presentation vs speaking
- Formal vs informal presentation
- Knowing your audience
- Planning the structure of presentation
- Opening attention grabbers
- Engaging audience | Using visual aids
- Presentation models and tools
- Presentation styles & best practices
- Alternatives to Power Point
- Power Point | Key Note | Prezi

COURSE CONTENT

- Presentation day agenda
- Presentation time management
- How to gauge attentiveness
- Presentation opening & closing
- Role of successful body language
- Story telling - relevance to the topic
- Presentation evaluation system
- Mosck session | Role plays
- Presentation activities