

Business Presentation Skills

The “Business Presentation Skills” training provides delegates with ...

Outcomes

- A clear understanding of their current business presentation skills level
- An understanding of their business presentation skills development areas
- An understanding of the influence of both verbal and non-verbal communication in making a presentation
- A safe environment to practice making presentations
- Confidence to make effective presentations
- The skill and knowledge to use presentation aids effectively (flipchart, whiteboard, etc.)
- A step-by-step working model to prepare and make formal presentations.

Who should attend?	Duration
<ul style="list-style-type: none"> • Business Managers • Managers (recently) promoted to higher positions • Managers and Leaders (in general) • Trainers and Facilitators • Teachers • Any person who wants to master the art of making dynamic presentations and overcome stage fright 	<ul style="list-style-type: none"> • Three-days. <p>The approach of this training is highly experiential (practical)</p>

Training Content

Module 1: Introduction and feedback

This module explains:

- How do adults learn?
- Delegates’ expectations
- Constructive feedback (Johari’s window)
- Feedback – do’s and don’ts.

Module 2: The need to communicate

This module explains:

- The nature of communication
- The elements in communication
- The communication model as basis for effective presentations
- The reasons for breakdowns in communication.

Module 3: Making presentations

During this module, delegates:

- Make 5-minute presentations on a topic of choice (presentations are videotaped)
- Receive professional feedback on videotaped presentations.

Module 3: The skills of business presentations

This module explains:

- How business presentation dynamics work?
- Business presentation skills and - development areas
- What business presentation skills are?
- How to enhance business presentation skills?
- How to manage and overcome stage fright.

Module 4: Presentations aids

This module explains:

- How to use presentation aids (flipchart, white board, data projector, etc.).