



CERTIFICATE PROGRAM IN **PRESENTATION SKILLS**



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PRESENTATION SKILLS

Duration:
5 Weeks

Course Type:
Immersive and Practical

Total Number of Learning Hours:
150 Hours

Lectures (L)	Case Studies (C)	Prototype Development and Practice Orientation (P)
20	40	90



COURSE DESCRIPTION

This course helps participants discover how to craft presentations around essential objectives, present key concepts and ideas with power and enthusiasm, design and present effective visuals, and employ techniques for polishing and mastering presentation delivery.

Executives, managers, and staff alike will boost presentation performance with this training course.



EXPECTED LEARNING OUTCOMES

At the end of this program, the participants will:

- be able to define the key concepts associated with presentation skills and you will be able to:
- Explore how presentation works
- Develop a unique individual style
- Understand what happens in front of an audience
- Practice a whole range of techniques
- Learn the hints and tips for an effective presentation
- Stretch your capacity to present
- Present with style, flair, and presence
- Using support materials
- Maintain confidence and handle nerves
- Cope better when feeling wrong-footed

The trainer uses up-to-date training techniques and a variety of training methods, to give all participants the best opportunities for learning, including:

- Class Session
- Group Discussions
- Simulations exercises
- Case studies and Problem-Solving Exercises
- Individual assignments
- Templates and tools



TRAINING METHODOLOGY: THE LEARNING MODEL



Introduction

Personality versus Character Ethics

Communication Types

- Oral
- Verbal and nonverbal
- Business and interpersonal

Group and Large Audience Communication

- Presentation Skills
- Five P's Model
- AMMA Types of Audience

The Four Modes of Speech Delivery

- Extemporaneous
- Impromptu
- Memorization
- Reading

The Four Types of Speeches

- Informative
- Demonstrative
- Persuasive
- Entertaining

Successful Speeches and Presentation in the Work Environment

Fundamentals of Effective Presentations

- Describe challenges and benefits of effective speaking skills
- List elements of successful presentations
- Delineate types and methods of presentations

Preparing the Contents

- Delineate a timeline for preparation of the presentation
- Describe how to analyze general and specific purposes including audience
- Explain how to gather proof, evidence, and support
- Demonstrate structuring of a presentation

Speaking Skills

- Describe how to select and use media
- Explain how to determine type of language to use
- Delineate how to develop a personal style of presentation
- Describe how to deal with speaking anxiety

Essentials for Dynamic Presentations and Speeches

- Explain how to capture an audience's attention
- Describe how to incorporate analogies, quotes, and stories into a presentation
- Delineate a plan for rehearsing a presentation Select and implement approaches for informative, persuasive, and motivational presentations

Audience Persuasive Techniques

- Ethos
- Pathos
- Logos Audience Irritators

A Ten-point Presentation Plan

Feedback Skills

Self-Motivation Tips & Quotes



INDIAN CULTURAL IMMERSION TOUR



Taj Mahal - Agra



Qutub Minar - Delhi



Amber (Amer) Fort - Jaipur

