









CERTIFICATE PROGRAM IN 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





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 wrongfooted



DETAILED SYLLABUS

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

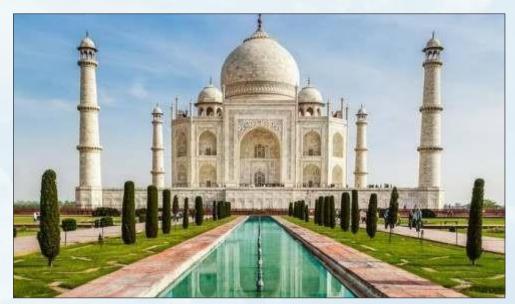
A Ten-point Presentation Plan

Feedback Skills

Self-Motivation Tips & Quotes



INDIAN CULTURAL IMMERSION TOUR



Taj Mahal - Agra



Qutub Minar - Delhi



Amber (Amer) Fort - Jaipur







