



Presentation Skills

Program Overview

Does making presentations leave you with fear and anxiety about your performance as a presenter?

It needn't be so. You can be a great presenter too! Presentations are an effective way to communicate to large numbers of people at the same time. With a good presentation you can convey your enthusiasm, your passion, your excitement as part of the message, such that your communication is not only received but also appreciated. However, it is not just about communicating information, but more importantly, to have advanced presentation skills you should be able to create interest and excitement in your subject and trust and enthusiasm in you.

Our presentation skills training programs will help you leave a lasting impression on your audience and assist you in delivering powerful messages, persuading key decision makers, closing more sales, showcasing your expertise, and improving your overall image and communication style. Presentations skills and public speaking skills are very useful in many aspects of work and life. Like most things, it simply takes a little preparation and practice. Effective presentations and public speaking skills are important in business, sales and selling, training, teaching, lecturing and generally entertaining an audience and many other aspects of your life. Presentations and public speaking skills are not limited to certain special people – remember you are special too and can do the job equally well, with some training.

This workshop is conducted with practical oriented modules to impart the skills to structure and organize their subject information content, thought and ideas in a logical way to convey the same in a clear, concise and convincing manner to impress others with powerful techniques. The participants get an orientation for a structured approach to the preparation and delivery of four primary spoken presentations (1) One-to-one presentation (2) Presentation to a Group of persons (3) Public presentations (4) Co-Presentation or Team Presentation.

TCG training on presentation skills addresses your nerves and mind-clutter supporting to lead to the creation of a clear and outstanding series of messages that move your audiences to action. We help you to develop and exhibit your natural, confident style. Our presentation skills training are the most absolute - and best ever - way to become a self-assured speaker. Better still, once learnt it is never forgotten. It is delivered by trainers with strong corporate backgrounds. Each participant will learn how to maximize their natural style of communicating and presenting to full advantage.

Training Objectives

At this program's conclusion, participants should be able to:

- Identify the five essential components of a presentation
- Learn the success formula behind successful public speaking
- Describe an audience analysis and why it is a needed step in a presentation.
- Organize information in a clear and concise manner.
- Implement techniques for varying vocal tones and body language.
- Develop strategies for handling hecklers, bullies, and other disruptive participants.
- Point out the benefits and pitfalls of various visual-aid options and audience seating arrangements.
- Identify the sources of nervousness or fear
- Overcome nervousness, tension and speaking anxiety prior to any presentation.
- Develop useful gestures and body language to support conveyance of the message
- Create a realistic and effective presentation by using visual aids and equipment
- Initiate an environment that is entertaining and stimulating to the audience

Who Should Attend

This workshop is suitable for anyone who wishes to acquire expertise in the art of making presentations.

You Will Learn How To

By the end of this workshop, you will be able to:

- Understand the key aspects of communication theory and how to avoid barriers which distort your message and cause communication breakdown
- Understand the foundation blocks of voice production, and the role of breath control and posture
- Recognize the components of effective articulation and their importance to vocal delivery
- Use body language to maintain audience interest, to enhance message credibility, and to project confidence
- Develop rapport so that you 'capture the audience' and hold them 'captive' using an 'extemporaneous' style (prepared but not read)
- Research your client demographic, and structure your message so that you present them with the message you want to send, and also the message that they will recognize as the one they need to hear
- Use a relevant template to structure your content
- Prepare and present effective presentations and social speeches (introductions, farewells and votes of thanks) for the workplace context

- Use relevant and effective audio-visual aids (notes, OHP, PowerPoint, etc) to support your presentations, connect with your audience and avoid 'PowerPoint karaoke'
- Answer audience questions with confidence and skill
- Reflect on and critically evaluate your own performance and that of others

Training Aids

Included with this workshop is a comprehensive participant manual designed for easy reference including worksheets, matrices, checklists, and process flows; other aids used to make the workshop effective are PowerPoint Presentations, Role Plays, Games, Group Activities, and Case Studies

Training Hours

The duration of the training program will be for 2 days /16 hours.

TCGG