

Effective Presentation Skills

Programme Overview

Presentations and reports are ways of communicating ideas & information to a group. Presenting ideas in an interesting, concise, enthusiastic and logical way is the most sought after skill in a manager. Most often we are judged on "How we communicate" which may be as important as "What we communicate".

Effective Presentation Skills is a 2 day workshop. Participants learn various skills for making an effective presentation. Based on the inputs, the participants demonstrate their skills by giving a presentation on a subject of their choice. This will result in:

- ◆ Increased business.
- ◆ Personally and professionally rewarding relationships.
- ◆ Successful negotiation.
- ◆ Increased self confidence.

Course objective

- ◆ To understand what it takes to make a good presentation.
- ◆ To familiarize the participants with a structured way of making a presentation.
- ◆ Provide an opportunity to make sample presentations before unfamiliar audience.
- ◆ Eliminate fear of speaking before an audience.

Who should participate?

- ◆ Middle as well as junior management personnel.
- ◆ Any person who has a desire to create a positive impression and enhance his / her presentation skills.

Course Outline

- ◆ Why presentation?
- ◆ Body language of presenter and audience.
- ◆ Planning a presentation.
- ◆ Timing the presentation.
- ◆ Structuring a presentation.
- ◆ Handling questions from audience.
- ◆ Types of presentations.
- ◆ Do's and don'ts of effective presentation.

During the workshop the participants will be asked to prepare a 15 minute presentation on a topic from their work, which will be presented by them before the participants and the feedback will be given by the faculty. This will give the participants the desired level of confidence required for making an effective presentation.

<u>Duration</u>	2 Days	<u>Programme Schedule</u>	
<u>Venue</u>	School Campus	Session-1	18th September 2008
<u>Participation Fee</u>	Rs. 3000/- per participant (Including course material, lunch and refreshments) (Course is non-residential)	Session-2	23rd September 2008

15% discount for 3 or more members from the same organization

For further information contact:

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