

# Advanced Presentation Skills

## 2 Day Guided Intervention

[2 Days Interactive Experiential Learning Workshop; ~2.5 Hours Per Topic With Role-Plays, Case Study Report-Outs & Video Analysis]

### Course Description

Being able to present well is one of the most important communication skills in the business world today. It can be a vital link between business and opportunity. Everyday millions of people present all over the world and companies project their image and reputation through these presentations. Therefore, how we conduct presentations will bring success to the organization on the whole.

This program is designed specially to help participants plan, prepare and deliver their presentations effectively.

### Course Objectives

The Presentation Skills Program aims to achieve the following objectives:

- Present information, thoughts & ideas confidently and persuasively to an individual or to a group of listeners.
- A realistic approach to business communication and presentations which enhances the participants' control of the situation. This ensures that meeting and presentation objectives are clear and consistently met.
- Greater flexibility to adapt to a broad range of roles, objectives and audience ensuring delivery of only relevant information that will achieve desired business objectives.
- A well-structured, timesaving and confident approach to planning, organising and delivering presentations to the customers or clients.

### Course Outcomes

At the end of the program, each participant will:

- Have a more flexible approach to presenting with an increased range of delivery skills
- Be able to adapt their presentation style to suit different audience and situations
- Have a far greater level of comfort and control over themselves and the presentation environment

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### Course Content

#### 1. Communication – Definition & Components

- Key components of effective communication are discussed. As a result, participants consider communication in a new practical light and relate this to their presenting style.

#### 2. Presentations

- Participants present every day of the workshop and are videotaped. Other participants and the trainer critique each presentation, discussing strengths as well as areas to improve.
- Through this process participants become more aware of their own strengths and areas to improve and can measure their day-by-day improvement.

#### 3. Structure

- Structures will be given on how to organise ideas for presentations in a time saving, informative and persuasive manner.
- The charts enable busy executives to map out a presentation in minutes - while ensuring the presentation has an appropriate objective and will convince the listeners.

#### 4. Planning a Tailored Presentation

- We discuss the difference between the features and benefits of particular products or services, and demonstrate how to develop a persuasive strategy that ensures the use of the right amount of the right kind of information needed to convince a particular decision maker.
- Participants gain an understanding of the power of the specifically tailored, persuasive message.

#### 5. Gestures & Movement

- Participants are made aware of the importance of movement, gestures and body language and the different moods and impressions they can create. This serves to enhance the individual's confidence to present to different groups in a comfortable, natural and convincing manner.

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### 6. Visual Aids

- Participants share how to integrate visual aids into an informative and persuasive presentation and how to avoid the common mistakes.
- As a result, participants will be able to plan, create and use visual aids smoothly and professionally to assist the communication of key ideas.

### 7. Handling Rough Times

- Sometimes an audience can be hostile. Participants learn how to prepare for and handle such a situation in order to feel more comfortable and confident when dealing with hostile audiences.

### 8. Communication Exercises

- Presentations and Practice
- Presentations to different audience sizes
- Dealing with Questions
- One-to-one Coaching
- Participants will spend some time on confidence-building exercises: from eye contact, movement, gestures to voice modulation.
- This enhances awareness and increases comfort and confidence when standing before an audience.
- Action Plans

## Course Methodology

The workshop combines data, exercises and practice in a mix designed for optimal achievement.

Participants deliver presentations that are videotaped and critiqued. They participate in exercises to prepare them with proper tools and techniques when making presentations. The program allows for a lot of interaction and discussions among the participants as well as with the facilitator.

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### Other Details:

- Payment to be made within 15 days from the date of the invoice.
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training Consultants Pvt. Ltd. Sieger will charge on INR basis only.
- Overseas clients will have to take care of all the training materials directly as briefed by Sieger Training. However, Sieger can procure some (which can be transited) not all, on behalf of the client but any additional charges for custom clearance has to be taken care by client only.
- Facilitators Travel & Food have to be taken care by the client
- Clients will have to arrange LCD, Speakers, Mike on their own.
- Cancellation of confirmed programmes shall be intimated one week in advance else 50% of the total charges shall be applicable.
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