



SEARCH 4 EXCELLENCE

# PRESENTATION SKILLS

# Key Takeaways

- **Display a positive attitude towards public speaking**
- **Plan and structure presentations using slides and visual aids effectively**
- **Use appropriate body language and tone of voice to make an impact**
- **Deliver an enthusiastic and well-practiced presentation to persuade the audience**

## Target Audience

**ENTRY LEVEL TO MID-LEVEL MANAGEMENT**



**16 HOURS**

**Training Duration**



<b>Being an effective presenter</b>	<b>Audience Management</b>	<b>Group presentations</b>	<b>Stage Fright</b>	<b>Individual presentations</b>
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**KEY CONCEPTS COVERED**

- Importance and benefits of a good presenter
- Visual, Auditory and Kinesthetic learning styles
- Stages of presentation
- Planning a presentation

- Audience analysis
- Anticipating resistance
- Handling challenging situations

- Body language, dressing and grooming
- Voice and tone-tips and techniques
- Powerpoint aids and tips

- Techniques to effectively overcome stage fright

- Individual presentation
- Self-Evaluation
- Participants' feedback
- Trainer's feedback

**EXPECTED OUTCOME**

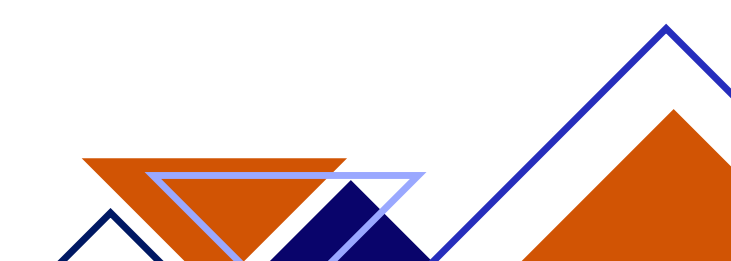
Understand learning styles and effectively plan the presentations

Conduct proper audience analysis and handle the audience efficiently

Use body language and voice to influence the audience

Successfully handle stage fright

Thorough evaluation of overall presentation skills





# THANK YOU

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