



First Select

Advanced Presentation Skills

Date	Venues	(\$)Fees	Book your seat
07 Dec -11 Dec 2025	Bahrain	2900	Register Now

Objectives:

By the end of the program, participants will be able to:

- Participants will practice the key techniques and skills necessary to make effective presentations.
- And they will prepare and deliver two or three presentations, give and receive feedback on them.

Who should attend?

Managers, supervisors and all staff concerned about improving their presentation styles or professionals who wish to overcome their fear of public speaking, will benefit from this very interactive course.

Course Outline:

Effective Communication:

- Process and barriers.
- One-way vs. Two-way Communication.
- Verbal and Non-verbal Elements of Communication

Planning a presentation:

- Selecting a topic to present
- Researching a topic / gathering information
- Important considerations before making a presentations
- How to overcome Stage Fear?
- How to avoid Distractions during presentation?
- How to Manage Time during presentations?
- How to concentrate on "Body Language"? (Self & audience's)
- How to develop the audience's Enthusiasm to match yours?
- How to create Presentation Opportunities?

The Significance of Listening in the Communication Process:

- Advantages of Active Listening.
- Identifying our preferred listening approach.
- The Personal Listening Profile.

Fundamentals of Public Speaking:

- Knowing the Audience.
- Preparing and Organizing the Speech.

Getting Attention and Keeping Interest:


- Eye Contact, Voice, and Body Language.
- Seating Arrangements.
- Conviction and Enthusiasm
- Visual Aids.

Group Issues in Oral Presentations:

- Handling all types of Questions.
- Encouraging Constructive Participation.
- Handling difficult situations
- Handling Disruptive Behavior.

WORKSHOP STYLE:

A mixture of short presentations, interactive discussion, individual exercises and group work. The emphasis throughout is on a practical approach using case material and examples.

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