



First Select

BASIC PRESENTATION SKILLS

Date	Venues	(\$)Fees	Book your seat
22 Dec -26 Dec 2024	Bahrain	2900	Register Now

Program Overview:

A great presenter has two unique qualities: appropriate skills and personal confidence. This confidence comes from knowing what to say and being comfortable with communication skills. In this presentation skills workshop, participants will master the skills that will make them better speakers and presenters.

Objectives:

1. Participants will practice the key techniques and skills necessary to make effective presentations.
2. And they will prepare and deliver two or three presentations, give and receive feedback on them.
3. They will be expected to develop and demonstrate greater confidence in speaking to a group of people.

Who should attend?

This program is dedicated to all the staff and those interested in providing presentations.

Topics include:

Understanding How It Works: Communication

To begin, participants will explore key communication skills including how to start and end a conversation. Next, they will learn about characteristics that can make or break the audience's impression of a speaker including volume, clichés, slang, diction, jargon, and tact (or lack thereof).

Getting Ready to Jump: Positive Self-Talk:

During this part of the basic presentation skills training, participants will learn how to build their self-confidence-a key skill for any public speaker.

Surviving the Stares: Making the Most of Meetings:

Meetings are a central forum for communication and cooperation within any organization. This segment will give participants some ways to successfully prepare for and present at any meeting.

Becoming Congruent: Body Language:

During this component of the course, participants will learn techniques for making sure their body language is sending the right message.

Organizing Thoughts: The STARR Pattern:

In this part of the program, participants will discover a second way of organizing their presentation information: the STARR pattern. We will also review tips on how to reduce the volume of information in a presentation without watering it down beyond recognition.

Punching It Up: Add Pizzazz to Your Presentation:


There are many types of visual aids that presenters find helpful. In this component of the program, we will explore the options participants might incorporate when delivering information orally to groups.


Going on Stage: Your Presentation:

As a concluding exercise, participants will prepare and deliver a short presentation. Then, they will evaluate each other and provide constructive feedback.

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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