



Business Etiquette Passage for Professional Quality Presentation **Professional Presentation Skills-life/business Concept**

Module One

Before the Presentation

- Setting your objective and goals out of the presentation
- How you will analyze your points in discussion and presenting
- Will you present ascending or in a descending order
- How to design the handouts relatively to the presentation
- Designing your action plan professionally
- Consistency of the first three slides in your presentation
- Visual Aids related to your presented subject
- Know your target audience and why
- Get used to the premises
- Setting all your needs ahead of time
- Which language will you speak
- Style of your presentation premises
- Be ready with a pre-scenario
- What are barriers of presentation

Module Two

During the Presentation

- Body language and its signals
- How to function meta-communication
- Dos and taboos of actions and words in a presentation
- How to keep your cool and tolerance
- Types of talk to avoid a mingling and presentation phobia
- How to speak in confidence
- How to function and introduce your visual aids
- When not to use any visual aids and change your presentation plan
- Art of using the seven types of questions
- **DISC** behavioral types of your audience
- Ten psychological difficult types of your audience
- Action plan to get the best out of yourself and audience
- How to energize your audience and invite them in
- How to receive their criticism professionally
- How to criticize professionally
- How to change the subject tactfully
- Sticky situations during a presentation
- When silence is golden
- How to end with a positive communication print



Module Three

After your Presentation

- How to lead an open discussion
- How to control people and time
- What alternatives to cover all inquiries
- Designing professional evaluation sheet to be evaluated
- How to evaluate yourself
- Do not panic but change in coming presentation
- How to build rapport with your audience for future business
- Importance of a business friendship form
- Who thanks who and how
- How to implement need to meet again

Duration

- It is a four days training program from 9:00 a.m. till 3:00 p.m.

Target Audience

- Top management
- Middle management
- Project managers
- Departmental trainers
- Sales and marketing staff
- Public relation staff
- Human resources and training staff
- Number of participants are not to exceed fifteen participants

Methodology

- Group discussion
- Group exercise
- Individual practices
- Real presentation workshop
- Video tapping

Training Needs

- U-Shape training room
- Data show
- VCR
- Two flip charts and its marker