



Presentation Skills (2 Days)

Aim: Learn how present better be.

Introduction:

In today's challenging world it is vital to possess excellent communicative abilities

Workshop Aims:

- *Practice the key techniques and skills necessary to make effective presentations.*
- *Prepare and deliver two or three presentations and give and receive feedback on them.*
- *Develop and demonstrate greater confidence in speaking to a group of people*

Workshop Content

*** Effective Communication: -**

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

*** 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 Questions.*
- *Encouraging Constructive Participation.*
- *Handling Disruptive Behavior*

How You Will Benefit

- This seminar provides interpretation of the new standard
- It could be tailored to a particular needs of your organization
- This course is unique and never been delivered by any private organization in the region.
- The course is available in English and Arabic Languages for ease of understanding.

Designed for

