

Presentation Skills

Course Code: GM206

Department: General Management

Description

"Half of the world is composed of people who have something to say and can't; the other half has nothing to say but keep saying it." But unfortunately few people think about **how** to say it before they go on saying it, they mostly concentrate on what to say.

If you make better presentations, you normally get the juicier projects! It makes people pay attention to your message and enjoy listening to your speech. You can advance in your career rapidly with effective presentation skills. This 9 hour workshop will enable you to acquire the necessary art of convincing and inspiring an audience to take action.

Objectives

Upon completion of this workshop, the participants will be able to:

- organise information to be presented in a logical format which is audience-focused.
- prepare a clear introduction and a winning conclusion that captures and connects with your audience
- present information in an interesting and three-dimensional way.
- keep to time.
- control body language to look confident and approachable
- know how to use the voice to project energy.
- practice audience adaptation by adjusting to their speaking style.
- prepare relevant visuals that are easy to see and understand.
- deal with questions that are difficult to handle.
- apply principles promoted in this course to your work environment “consciously”.

Outline

The Nature, Purpose and Scope of Presentation Skills

- Understand that in real world in any walk of life people have to use some type of presentation skills.

Introduction:

- Through active participation participants will spend sometime, to get to know each other
- Discuss the content of the course

Course Content:

- Importance to presentation skills.
- The role of effective communication in effective presentation skills.
- How presentation skills facilitate learning in general
- The various delivery methods available for presentation skills
- How to interact with different types of participants in the target audience.
- The importance of voice modulation as a chief means of communication.
- How to maximize presentation skills.
- The role played by body language in enhancing presentation skills.
- How nervousness can be a positive factor to maximize presentation skills and how it can be a negative factor to minimize effective communication.
- Solutions for nervousness
- Importance of feedback to gain proficiency in presentation skills.

- Identify the different delivery methods and formats for making presentations.
- Importance of facilitation skills in maximizing presentation skills.
- Identifying different personality types and how they affect the presenter.
- Learn to tackle challenging situations faced while presenting.
- How to prepare relevant visuals that are easy to see and understand

Mode of Delivery:

- Through presentation, group discussion, role plays, case studies and self-assessing exercise

Duration

9 hours (3 hours per day for 3 days)

Course Administrator

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