



Interpersonal Skills and Self Development

Present to Amaze: Presentation Skills for Excellence

Course Introduction

This workshop is designed to give participants the opportunity to practice planning and delivery techniques so that they can deliver polished, compelling presentations. They will learn how to plan, prepare, practice and present regardless of the topic or audience. This workshop will offer practical ideas to enhance participants' communication style so that they can meet even the most challenging presentation goals. This workshop is truly a workshop in practice.

Target Audience

- Managers, Team Leaders, and Supervisors
- those presenting reports and updates.
- Sales, Marketing, and Client-Facing Professionals
- delivering persuasive presentations.
- Executives and Project Managers
- presenting at meetings and events.
- Trainers and Educators
- enhancing engagement and clarity.
- Ideal for anyone looking to refine their presentation skills and confidence across diverse settings.

Learning Objectives

- Identify the essential components of an effective presentation.
- Learn how to organize information in a clear and concise manner.
- Plan a clear message by identifying purpose and analyzing audience.
- Apply different tools and techniques for designing a presentation.
- Present and handle questions with confidence to large or small groups.

- Identify best practices for designing and delivering successful presentations.
- Plan and design an effective presentation.
- Apply tips and techniques to overcome presentation fears.
- Use technology to design effective visual materials

Course Outline

• 01 Day One

INTRODUCTION

- Difference between presenting and PowerPoint clicking
- Why most presentations fail to leave an impact
- Attributes of an effective presentation
- Importance of preparation
- Ms. Clicker and why you should be aware of her presence
- Mr. Murphy and how he can ruin your presentation
- Overcoming boring pitches and presentations

PUBLIC SPEAKING ANXIETY (PSA)

- Reasons why most people get nervous
- Adrenalin and its effect on presentations
- Dealing with PSA: short and long term solutions
- What do great presenters do

MANAGING PRESENTATION NERVES TIPS AND TECHNIQUES

DEVELOPING CHARISMA

BODY LANGUAGE IN A PRESENTATION

- The hands, legs and the eyes
- To move or to stay put
- Tips for effective body positioning
- Guidelines for animating the legs and hands
- Characteristics of captivating verbal delivery
- Avoiding clichés and euphemisms
- The dangers of smart casual
- Dress and appearance: what are the rules

• 02 Day Two

ORGANIZING YOUR THOUGHTS AND GAINING CONFIDENCE

- Identifying your personal USP (Unique Presentation Style)
- Clarifying purpose and choosing an appropriate structure and strategy
- Ice-breakers, warming up and reading the audience
- Overcomes nervousness and looking and feeling confident
- Adapting the right mental attitude to present powerfully
- Learning how to formulate and structure topics using mind mapping

LOOKING, SOUNDING AND ACTING AS A PROFESSIONAL PRESENTER

- Becoming comfortable presenting in front of the group and camera
- Identifying your strengths and weaknesses as a presenter
- Maximizing impact through body language, postures, gestures and dress
- Mastering the 7 essential areas of voice control
- The 3 essential ingredients of a professional powerful presentation
- How to make a persuasive speech

ESSENTIAL COMPONENTS OF AN EFFECTIVE PRESENTATION

• 03 Day Three

PREPARING FOR THE PRESENTATION

- Gathering the raw data
- The various sources of data and presentation content
- How much information should you begin with
- Filtering the information
- Triple S rule
- Deciding on time allocation: how will you know how much time you need
- Formula of substance, style and support and its impact on the way you present
- The hamburger analogy: why content of substance should not be expanded
- When to focus on style and when to enhance support

THE FRAMEWORK OF AN EFFECTIVE PRESENTATION

- Opening with a win: how to win audience's attention
- Preview: what should be mentioned in the outline
- Key points of a presentation
- The psychological rule of 3
- Recapping before the finish: common tips and pitfalls
- Closing with a bang

• 04 Day Four

USING TECHNOLOGY TO MAXIMIZE IMPACT

- Learn to create fantastic flip charts to support the key messages
- Design beautiful and compelling PowerPoint presentations
- Presenting complex data using graphs and visuals
- Creating and adding video clips to your power point presentations
- Working with different room layouts and handling microphones
- Learn different tools to add diversity and interest to engage an audience

TIPS FOR CREATING AN EFFECTIVE PRESENTATION

- Knowing your audience
- Identifying the purpose of your presentation
- Organizing information
- Making it clear and concise

VISUAL AIDS

- Use of objects and props for visual impact
- Hand-outs: when and how to circulate them
- Secrets and techniques for using flip charts
- Pictures and images: the trends today
- PowerPoint: what every presenter should know

• 05 Day Five

UNIQUE SELLING PROPOSITIONS ANALYSIS

THE TECHNIQUES AND TOOLS OF A MASTER PRESENTER

- Communicating concepts quickly
- Using analogies and drawing on memorable images
- The art of story-telling and story boarding
- Creating an interactive, question friendly atmosphere
- Overcoming shyness or arrogance in speaking through emotional intelligence
- Preparing for questions and handling difficult or tricky questions
- Handling resistance, set-backs and criticism
- Finding your authentic voice as a presenter
- Gaining confidence as a communicator and going off-script
- Increasing your authority and credibility as an expert in your field
- Making the audience feel good about themselves and you
- Engaging the right and left brains, the heads and the hearts of your audience

Confirmed Sessions

FROM	TO	DURATION	FEEs	LOCATION
April 21, 2025	April 25, 2025	5 days	4250.00 \$	UAE - Dubai
Aug. 4, 2025	Aug. 8, 2025	5 days	5950.00 \$	Switzerland - Zurich
Nov. 10, 2025	Nov. 14, 2025	5 days	4250.00 \$	UAE - Dubai