Management And Leadership

Effective Presentation skills for Managers

Course Introduction

This training program is designed to enable managers to boost their presentation skills, by enabling them to identify their personal Unique Presentation Style, analyze their audience, and develop effective presentations that suit them perfectly.

This training program will also prepare participants to gain the required confidence while presenting, understand the techniques of great orators to engage and inspire, master dealing with different presenting challenges, build their own charisma, use Vocal and body language techniques, plus lead them to increase their authority and credibility as an expert in their field, to achieve the desired positive impact.

Target Audience

Managers, team leads, and executives who need to present information, influence stakeholders, or deliver impactful presentations in both internal and external settings, aiming to refine their presentation techniques and communication styles.

Learning Objectives

By the end of the training program, participants will be able to:

- Identify their personal USP (Unique Presentation Style).
- Master Understanding Their Audience and identifying their needs.
- Filter knowledge of the subject to appeal to their audience's needs.
- Examine the key ingredients of a successful presentation.
- Incorporate the techniques of great orators to engage and inspire.
- Master Defining and building their image, impact and presence.
- Overcome nervousness and looking and feeling confident.

- Learn how to formulate and structure topics using mind mapping.
- Master using Vocal techniques to enable them to project voice with clarity.
- Identify How and when to use silence.
- Interpret How to use body language techniques to convey messages.
- Master using effective and inspiring visual aids to empower the presentation.
- Master Working with different room layouts and handling microphones.
- Identify How to become comfortable in front of the group and camera.
- Master using the art of story-telling and story boarding.
- Increase their authority and credibility as an expert in their field.
- Develop an action plan for continuous improvement in their future presentations.

Course Outline

- **01 Day One**

  Introduction:

  - Importance of effective presentation skills for managers.
  - How effective presentation skills improve managers' communication skills?

  Understanding your Audience:

  - Your audience as a manager; who are they? What do they want?
  - Different audience's needs from you to be drawn in.
  - Step into your audiences' shoes and get a new perspective.

  Identifying your presentation style?

  - Identifying your personal USP (Unique Presentation Style).
  - Clarifying purpose and choosing an appropriate structure and strategy.
- **02 Day Two**

  Tailoring your presentation to fit with your audience:

  - The characteristics of the beginning, middle, and end, of an effective presentation.

- The difference that makes the difference: Structure your presentation to intrigue and delight.
- Tips and tricks of writing effective content for presentations.
- How to define clear objectives and messages for your presentation?
- Identifying main points and supporting details.
- How to address potential concerns and questions?
- The importance of using storytelling techniques.
- Your guide to avoid information overload.
- The golden rules of cognitive capacity.

Using Technology to Maximize Impact:

- What makes effective and inspiring visual aids.
- Present complex data using graphs and visuals.
- Working with different room layouts and handling microphones.
- Different tools to add diversity and interest to engage an audience.

The language of success:

- How to define your tone and pace.
- Tips and tricks to master verbal delivery.
- **How and when to use silence.**
- How to manage nervousness?
- Your guide to build self-confidence while presenting.
- Incorporate the techniques of great orators to engage and inspire.

- **03 Day Three**

Gaining Emphasis by using body Language

- Defining your image, impact and presence.
- How to use your body to convey your message.
- Embedding gestures to boost your words.
- Using the space without pacing the floor.
- Adapting the right mental attitude to present powerfully.
- Practicing and refining verbal delivery skills.
- How to show your confidence as an expert in your field?

Master presenting as a manager (Workshop):

- What to do in the first 30 seconds?
- Opening strategies to grab attention.
- How to become comfortable in front of the group and camera.
- How to make a persuasive speech?
- Preparing for questions and handling difficult or tricky questions.
- Gaining confidence as a communicator and going off-script.
- Increasing your authority and credibility as an expert in your field.
- Make seemingly dry, factual information come to life through the power of stories and anecdotes.
- Encourage participation and interaction techniques.
- How to incorporate audience feedback?
- Tips and tricks to deal with difficult questions and objections.
- Handling resistance, set-backs and criticism.
- Providing thoughtful responses.
- How to use audience's feedback to make effective decisions?
- Mentoring techniques while presenting.
- How to develop an action plan for continuous improvement in your future presentations?

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 16, 2025	June 18, 2025	3 days	3250.00 $	UAE - Dubai
July 7, 2025	July 9, 2025	3 days	3950.00 $	Spain - Barcelona
Dec. 1, 2025	Dec. 3, 2025	3 days	3250.00 $	UAE - Abu Dhabi
June 16, 2025	June 20, 2025	5 days	4250.00 $	UAE - Abu Dhabi