Presentation Skills Training Course

With

Elegant Professional Management

Dev. Training Center

Course Overview

This course helps participants become effective and confident presenters by focusing on verbal and non-verbal communication, audience engagement, and using visual aids strategically. It includes plenty of practice, real-time feedback, and confidence-building exercises to eliminate the fear of public speaking.

Suitable Participants

- Professionals presenting reports, proposals, or ideas
- Managers, team leaders, salespeople
- Job seekers, students preparing for interviews or academic presentations
- Anyone aiming to improve stage presence and public speaking

Learning Outcomes

Participants will be able to:

- Plan and structure impactful presentations
- Use voice and body language effectively
- Control nervousness and anxiety
- Design visual aids that support communication
- Manage time, audience interaction, and questions confidently

Detailed Modules

Module 1: Introduction to Presentation Skills
Focus: Understanding the role of effective presentations in communication

Key Topics:

- What is a presentation?
- The difference between average and great presenters
- Types of presentations (Informative, Persuasive, Motivational, Technical)

- Self-assessment: Presentation confidence scale

Activities:

- Group discussion: "Best presenter I've seen – Why?"

- Icebreaker: 60-second introduction by each participant

Module 2: Planning & Structuring Your Presentation
Focus: Laying the foundation of a well-organized message

Key Topics:

- The power of preparation

- Understanding the audience's needs and expectations

- Crafting clear objectives

- Classic structure: Introduction, Body, Conclusion

- Using stories, statistics, and questions effectively

Activities:

- Group task: Outline a presentation using a provided topic

- Class brainstorm: Different ways to open a speech

Module 3: Verbal Communication Skills
Focus: Speaking clearly, persuasively, and engagingly

Key Topics:

- Volume, pitch, tone, and pace

- Clarity, fluency, and avoiding filler words

- Language simplicity and sentence framing

- Use of rhetorical techniques (repetition, pause, emphasis)

Activities:

- Tongue twisters and modulation drills

- Short speech on a given topic using verbal techniques

Module 4: Non-Verbal Communication and Stage Presence
Focus: Using body language to support your message

Key Topics:

- Posture, eye contact, gestures, and movement

- Avoiding distracting behaviors (pacing, fidgeting)

- Dressing and presenting with confidence

- Reading the room through audience body language

Activities:

- Mirror activity: Present a message using only body language

- Video practice: Record and review non-verbal cues

Module 5: Designing and Using Visual Aids
Focus: Creating slides that enhance understanding and interest

Key Topics:

- PowerPoint basics: Fonts, contrast, minimalism

- Do's and don'ts of slide design

- Using graphs, images, animations, and props

- Alternatives: Flip charts, handouts, demos

Activities:

- Redesign an ineffective slide
- Create a simple 3-slide presentation

Module 6: Managing Nervousness and Stage Fear
Focus: Confidence building and anxiety control

Key Topics:

- Physical and mental signs of nervousness
- Breathing and mindfulness techniques
- Positive visualization
- Rehearsal methods and backup strategies

Activities:

- Relaxation exercises
- Confidence circle discussion

Module 7: Audience Interaction and Q&A Management
Focus: Engaging listeners and managing feedback

Key Topics:

- Techniques to involve your audience
- Handling difficult questions and interruptions
- Maintaining composure
- Time management strategies

Activities:

- Mock Q&A session
- Role-play: Handling tough audiences

Module 8: Final Presentations and Feedback
Focus: Application of learned skills in a live presentation

Key Topics:

- Delivering a full mini presentation

- Receiving structured feedback

- Personal development plan

Activities:

- Each participant delivers a 5-minute talk

- Peer and trainer feedback using a checklist

- Course wrap-up and Q&A

Key Features

- Practical presentation sessions

- Video feedback and analysis

- Interactive exercises for confidence-building

- Personalized coaching during class

- Certificate of Completion

Key Features of Elegant Training Center

- Industry-Relevant & Practical Training Programs

- Certified Trainers with Global Corporate Experience

- Customized Corporate Training Solutions

- Interactive and Activity-Based Learning Approach

- Multilingual & Culturally Inclusive Training Delivery