

WEBINAR: Effective Presentation Skills



Overview

Delivering an effective presentation gives a positive and professional impression from the audience. This program gives you valuable ideas and techniques on how to perfect your presentation design and delivery. This highly interactive program is guaranteed to give the participants a solid foundation in presenting.

Objectives

- To learn tips on how to manage nervousness whenever asked to do a presentation.
- To provide basic knowledge of the techniques and skills used when presenting.
- To provide an overview of the methods used to develop aids and support materials used to make an effective presentation.
- To be able to deliver a powerful presentation.

Who Should Participate

- New Trainers
- Managers
- Supervisors
- Salespeople
- People who need to develop presentation skills whether for personal or work-related reasons.

Key Topics

- I. Introduction- What is an Effective Presentation?
- II. The “Me” Syndrome - Coping with Nervousness and Gaining Confidence
- III. Planning the Presentation Design
 - a. how to customize your presentation to your target audience
 - b. gathering contents
 - c. developing procedures on how to present the ideas
- IV. Preparing the Presentation
 - a. use of visual aids
 - b. use of projectors and proper font sizes
 - c. use of games, energizers, or props
- V. Practicing the Presentation
 - a. proper timing
 - b. tone and pitch of your voice
 - c. body language, eye contact, hands, and gestures
 - d. dress rehearsal
- VI. Delivering the Presentation
- VII. Closing with Conviction

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Website: www.businesscoachphil.com

Duration

- 3 hours

Webinar Fee

- Php 1,750.00 per participant (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event

Requirements

- Mobile phone, tablet, computer or laptop
- Download free ZOOM app
- Internet connection
- Good audio connection

Reservation

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