



*Training Course:  
Advanced Presentation Skills*

*2 - 6 September 2024  
Kigali (Rwanda)*

## Training Course: Advanced Presentation Skills

Training Course code: PS1052 From: 2 - 6 September 2024 Venue: Kigali (Rwanda) - Training Course Fees: 5950 € Euro

### Introduction

Many people have a fear of presenting in public. This program is designed to take the fear and stress away from presenting by offering a series of tools and techniques that facilitate great presentations. The ability to present ideas and concepts is an increasingly valuable skill within the modern workplace; further, it is required at all levels within the organization. The ability to influence groups of people and create a momentum for action is rewarding, both for the individual and the organization. For many, the challenge is to develop the confidence to present. Whether you are a seasoned orator or a novice, you can improve your business presentation skills and enhance your personal credibility through planning, preparation, and practice.

In this five-day program delegates will practice presenting in a supportive environment and learn how to structure their materials to create engaging presentations that inform, educate, and entertain their audiences. They will learn how to use body language, the importance of tone and projection and the paramount need to make a good early impression. This course builds on existing skills and seeks to enhance performance and develop confidence by providing a structured approach combined with practice sessions and focused feedback. The program seeks to build a perception of presenting as a means for delegates to meet their professional goals and not an exercise that creates fear and apprehension.

#### Workshop highlights are:

- A hugely interactive and practically based experience
- Presentations are made in a highly supportive environment, each delegate affording feedback to their colleagues
- Tried and tested techniques are employed to generate tangible and immediate improvement; Genuine progression is clearly observed
- Delegates will leave with greater confidence to face their audiences
- Presentations become impressive engaging performances which will add value to the organization

### Course Objectives of Advanced Presentation Skills

At this program's conclusion, participants will be able to make presentations that capture and hold audiences' attention - specifically, delegates will be able to:

- Identify the essential components of a presentation- who what why where when
- Be able to identify and meet the needs of the audience and organize information in a clear and concise manner
- Create an attention-grabbing introduction, a mid deliver high and a memorable exit
- Utilize mind mapping techniques to assist planning
- Learn to work from simple prompts
- Implement techniques for varying vocal tones and body language
- Develop and adopt strategies for handling questions and difficult audiences
- Control and manage the stress that presenting often creates
- Point out the benefits and pitfalls of various visual-aid options and audience seating arrangements

## Course Process of Advanced Presentation Skills

Participants learn how to create and deliver presentations to peers, management and clients. Emphasis is on delivering presentations that are designed to meet the needs of the audience and speaker. This workshop is highly practical, giving participants the opportunity to practice the skills they have learned. The atmosphere will be supportive and non-threatening. Delegates will be asked to develop a short presentation maximum of five minutes in advance, on a topic of their choice.

## Course Benefits of Advanced Presentation Skills

Delegates will:

- Be able to construct an impressive, engaging presentation from preparation to performance
- Learn to tailor their message to the needs of the audience
- Learn to project the voice with confidence and effect
- Pace a presentation to increase clarity, enhance presence and hold the attention of an audience
- Learn effective use of visual aids

## Course Results of Advanced Presentation Skills

- The quality of presenting in the organization will improve
- The organization will develop a number of individuals who can role model and potentially coach others to deliver effective presentations
- Communication of key messages throughout the company will be improved
- Presentations to customers and clients will be more dynamic, better focused and structured to meet the specific needs of the audience
- In sales terms and winning work this workshop could make a significant contribution to the bottom line margins of the organization

## Core Competencies of Advanced Presentation Skills

- Presentation skills
- Communication skills
- Planning and organizing
- Influence and Personal Impact
- NLP techniques for emotional control

## Course Outlines of Advanced Presentation Skills

Day One

The building blocks of effective business presentations

- To fail to prepare is to prepare to fail
- Fears and concerns about presenting
- Working together and the feedback process
- Pre-prepared presentation on the subject of personal choice. Presentation
- Key learning's and outcomes
- Organizing your presentation - Who? What? and Why?

## Day Two

### Giving structure to your business presentation

- Who is your audience? What are their needs?
- Key elements of the message and why required?
- Structuring the message: the BOMBER process bang/ opening/ message/bridge/ examples/ recap
- Brainstorming materials
- Stage management, the physical environment and visual aids i
- Practical Presentation II: opportunity to repeat delivery of I or differing choice

## Day Three

### The psychology of presenting: controlling self, stress and emotions

- Top ten fears - irrational fears of presenting
- Handling nervous reactions
- Vocal projection: stories and anecdotes
- The psychology of presenting left and right brain and maintaining audience interest
- VHF -NLP -engaging the audience lighthouse techniques
- Planning for presentation III

## Day Four

### Business presentations with style

- Managing your audience
- Handling difficult questions
- Handling difficult people!
- Practical Presentation III
- Video Feedback: the power of the captured image!
- Personal Reflections of presentation

## Day Five

### Fine-tuning for perfect presenting

- Assessing personal performance
- Advanced tools to involve the audience
- Top Ten closing tips for business presenting
- Self-belief: Positive affirmations about presenting
- Business performance coaching for success
- Action planning for personal, team and organisational improvement

## Registration form on the Training Course: Advanced Presentation Skills

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
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Giza, Giza Governorate,  
Egypt.