



SS010: Advanced Presentation Skills

Training Description:

Even skilled and experienced presenters can fail to motivate their audience. Confidence alone is not enough to deliver the right result. Presenters need skill and finesse. Either way, the results can be unhealthy for business leading to lost opportunities, resistance to change, credibility and reputation weakening.

This course gives the ordinary presenter that 'wow' factor which will come from presenters knowing what matters to them and being authentic as well as understanding what matters to their audience and having the skills and confidence to adapt as appropriate whilst remaining true to self.

Training Objectives:

If you already consider yourself a good presenter and you wish to become even better, this course is for you, it will significantly improve your ability to communicate. Class sizes are limited to ensure maximum participation.

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

- ✓ Learn the secret of connecting with your listeners
- ✓ Learn to grab attention in the first minute
- ✓ Preparing effective PSE in your visual presentation
- ✓ Make presentation using a SWAY techniques model
- ✓ Develop critical credibility enhancers
- ✓ Handle questions and manage audience effectively
- ✓ Learn techniques to energize your audience
- ✓ Develop surefire, powerful conclusions

Training Designed for:

This course is intended for all those who need to improve their understanding, from those who have no existing knowledge to those looking for a refresher.

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

FOUR DAYS:

- ❖ Pre-Test
- ❖ Delivering Compelling Presentations
 - Design before you deliver
 - The art of speaking precisely
- ❖ Make A Presentation Using "Sway Techniques" Model
 - 15 behaviors techniques using the SWAY Techniques Model

- Learn the model and make the presentation effectively
- Evaluate the presentation using the SWAY Techniques Model
- ❖ **Sending Powerful Messages**
 - Understand the limits of verbal communication
 - Learn the significant business terms necessary for successful presentations
 - Learn to paint "word pictures" for your audience
 - Manage stage fright and come across professionally
- ❖ **Making the Most of Visual Aids**
 - Using Visual Aids
 - Picture Superiority Effect
 - Deciding on What Kind of Visuals to Use
 - Common Problems with Visuals
 - Exercise: Visual Aids
- ❖ **Advanced Techniques**
 - Powerful openings and closings
 - Understanding the differences in your audiences
 - 8 outlines that work
- ❖ **Handling Audience using Effective Question Techniques**
 - Answering the questions in your audience's minds
 - Learn the techniques in managing audience – Close and Open-End Question
 - Answering "Difficult" and Hostile Questions – handling objection
- ❖ **Putting It All Together**
 - The 7 tools for adding clarity and creativity
 - Directing your audience to take action after your presentation
- ❖ Course Conclusion
- ❖ Post-Test and Evaluation

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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