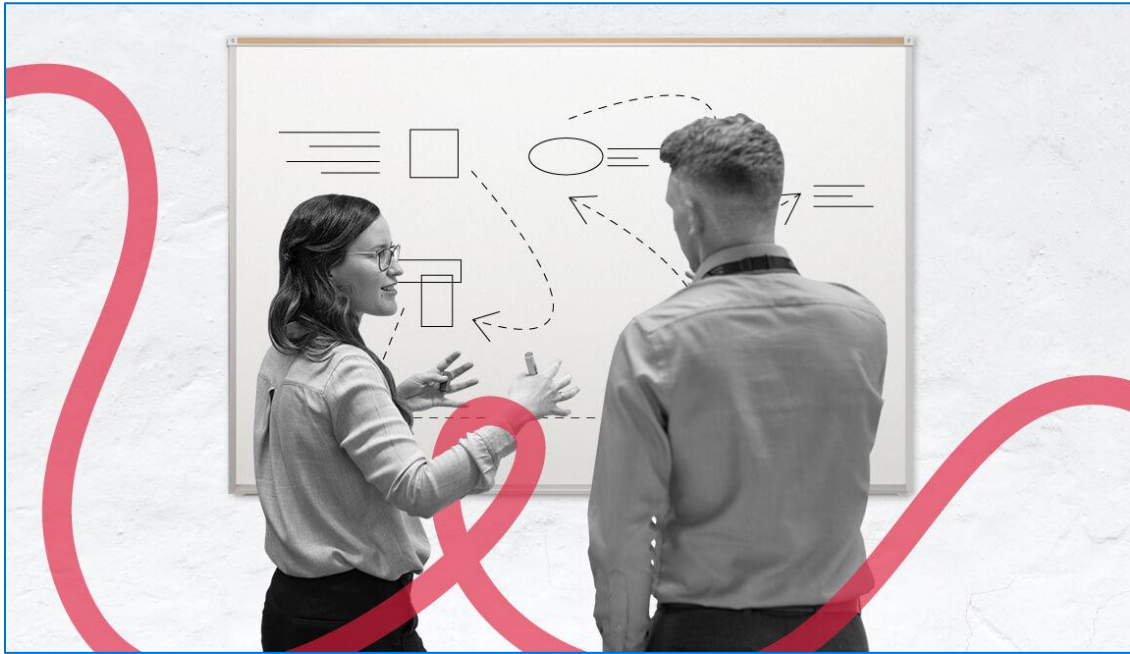




SS023: Advanced Presentation, Communication and Time Management

Training Description:

This training course is specially designed for those looking to be experts in Presentation skills and who require to design and deliver presentations as a routine in their professional lives.

Do you think that you need to better your presentation skills to influence people in power and position? Do you want to sharpen your presentation skills and stay over the edge? If you have presentations that need to be delivered to CEOs, top management executives, large audience, or diplomatic levels, this training course is designed for you.

Stakeholders and subject matter experts will always ask to deep dive into presentations. You will need creative skills to drive partnership, to put across your point in the right context and, to convince decision-makers to agree and go along with your ideas, proposal, and plans. An effective presentation gets results.

Results often favour the individual who delivers the most persuasive and powerful presentation. If your sounds the same as the rest, then you have no advantage to build upon. Presenting admirably is mandatory for reliability and business accomplishments. Many individuals speak in meetings, some drive important discussions, and few deliver presentations that stand out.

However, are you convinced that you can always communicate in a clear, concise, and conceivable way? Can you design an effective presentation within given timelines? Could you engage a large audience with persuasion? Are you able to get buy-ins for the ideas you share through your presentation? This training course is designed to put an end to complicated data dumps. You will learn how to avoid slides crammed with content causing 'death by PowerPoint'.

This training course will provide you with a practical framework to create all forthcoming business presentations. You will be trained to design powerful presentations that are compelling enough to engage your audience.

You will learn to increase your self-confidence and develop skills to become a successful presenter. These sessions will be very realistic and interactive. Participants will be trained to bring forth their practice presentations before and after the program. They will learn vital presenting skills and tool kits for next-level presentation skills.

Training Objectives:

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

- ✓ Put thoughts into a script with a goal in mind to prioritize the key message to be delivered
- ✓ Cultivate significant skills to read, analyze and organize the presentation data
- ✓ Learn the techniques to handle an audience and transmit enthusiasm
- ✓ Understand how to choose and apply appropriate presentation frameworks, styles, designs, and strategies
- ✓ Learn the ways to increase influence and put messages across to persuade listeners
- ✓ Develop proven tactics for maintaining audience engagement
- ✓ Drastically increase your self-confidence, authority, and credibility
- ✓ Design clear, sensible and fascinating presentations
- ✓ Learn time management techniques to drastically lower the preparation time for presentations
- ✓ Understand types of leadership and how to professionally relate with them during presentations

Personal Benefits:

- ✓ People start to identify you as a leader with communications skills
- ✓ You start to become more productive in social life
- ✓ Participants will have enhanced enthusiasm and social fulfilment
- ✓ There is improved mental wellbeing and self-confidence
- ✓ You will become an influencer to the people around you
- ✓ There is an exhibition of teamwork around you
- ✓ You start to become the 'go-to' person when it comes to presentation
- ✓ This training help participants master stage presence and speaking skills
- ✓ You become an evident leader among all walks of life

Organisational Benefits:

- ✓ Use of innovative communication tools becomes part of your lifestyle
- ✓ Increased satisfaction will be obvious among the employees
- ✓ Employees discover the art of professionalism before different audiences
- ✓ Greater customer relationship is developed
- ✓ Participants learn to become more extrovert and so there is a higher quality of communication
- ✓ Clients are impressed with presentable employees and develop increased admiration
- ✓ There is boosted job retention among employees
- ✓ This program builds the morale of upcoming leaders within the organization
- ✓ There are high self-esteem and confidence among the presenters
- ✓ With a competent workforce, there is a superior company status
- ✓ A skilled workforce is nurtured within the organization

Training Designed for:

This course is designed exclusively for tenured presenters and for those who want to develop their existing presentation skills and take them to an expert level. If you are someone who creates professional presentations regularly, or if you are a public speaker, then this program is vital to help you excel in your area of work.

This course is intended for all Chief Executives, managers, and team leaders, analysts, lecturers, trainers, coaches, motivational speakers should enroll for this course to become progressive in their skills.

Training Program:

FIVE DAYS:

❖ Module 01:

- Course dynamics
- Activity – Pre-course Presentation
- Discussion – Self-evaluation on Presentation skills knowledge
- Developing a presentation mindset
- Focus on the message drivers- Keynote
- Maintaining stage presence
- The purpose for practical presentations
- Technology- The Importance
- Presentation Formation
- Audience Analysis

- Logistics and Venue
- ❖ **Module 02:**
 - Becoming an Inspiring Speaker
 - Motivational and Influential writing and scripting
 - SSSAP Concept: Set, Support, Sequence, Access, and Polish
 - Gathering substance and content for the presentation
 - Building the subject matter
 - The logical development of presentation material
 - Accurately timed and proportioned content
 - Practice, self-rehearsals, and improvising
 - Using a teleprompter
 - Controlling the space and environment
- ❖ **Module 03:**
 - Guy Kawasaki's 10/20/30 rule for PowerPoint presentations
 - Death by PowerPoint
 - Transforming nervousness to enthusiasm
 - Power of stories and analogies on the mind
 - Psychology and Chemistry of stress and fear
 - Non-verbal communication and Body Language
 - The deliberate use of body language techniques to boost credibility & Influence
- ❖ **Module 04:**
 - Tips to involve and engage your audience
 - Making your presentation memorable
 - Making your data compelling
 - Subject and substance
 - Types of presentations
 - Creative Ideas – Brainstorming and Mind-mapping
 - Innovation and the dare to drive ideologies
 - Using Facts, Statistics, Surveys, and Diagrams
 - Using Quotations, jokes, stories, and analogies
 - Picture and animation illustrations
- ❖ **Module 05:**
 - Audience Management
 - Straw polls
 - Inviting and Engaging volunteer
 - Prizes, awards, and recognition for participation
 - Use of Gamification
 - Recommendation of Books
 - Icebreakers and games- Knowing each other
 - Anticipating audience questions
 - Audience Engagement: Resistance, push-back and challenging questions
 - Know your subject knowledge and reference points
 - Notes Arrangement- cue cards, sheet notes
- ❖ **Module 06:**
 - Key Note Dialogues

- Presentations at Conference and Seminars
- Handling Crucial Client Presentations
- Preparing for Boardroom Presentations
- Pitching Ideas
- Public or Media Presentations
- Diplomatic Presentations
- Sales Presentations
- Presentation to top management personnel and Influencers
- ❖ **Module 07:**
 - Structure – Headings, Order, and Sections
 - Body- Introduction, content, and Closing
 - Principle of Repetition and its influence on the human mind
 - Touchpoints for early impact during Introductions
 - Speaking and Thinking the audience language
 - Building impression and credibility
 - Time Management Techniques
 - Plan-B preparation and Contingency plans
 - Dress rehearsal, feedbacks, Refining the presentation
- ❖ **Module 08:**
 - Vocal Influence and Impression
 - Training for an Effective Voice
 - Voice control and management
 - Devising Articulation
 - Vocal range and voice modulation
 - Synchronizing body movements with speech
 - Types of Vocals: When and Where to use
 - Managing soreness of voice
 - Exercising vocal cords with practice
- ❖ **Module 09:**
 - Mistakes during Presentations
 - Incorrect Breathing Techniques
 - Objectionable facial expressions
 - Lackluster Visuals
 - Abuses of Visual Aids
 - Speaking and neutralization of accent
 - Material content vs Time
 - Ways to Apologize for mistakes
- ❖ **Module 10:**
 - Presentation Framework
 - Framework for different presentations
 - Best Practice Sharing
 - Important Tips, tools, and techniques
 - Post-training Presentations
 - Feedback and Practice
- ❖ **Course Conclusion**

❖ POST-TEST and EVALUATION

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 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:

Aisha Relativo - Training & Career Development Manager

aisha@cmc-me.com / training@cmc-me.com

Tel.: +971 2 665 3945 or +971 2 643 6653 | Mob.: +971 52 2954615