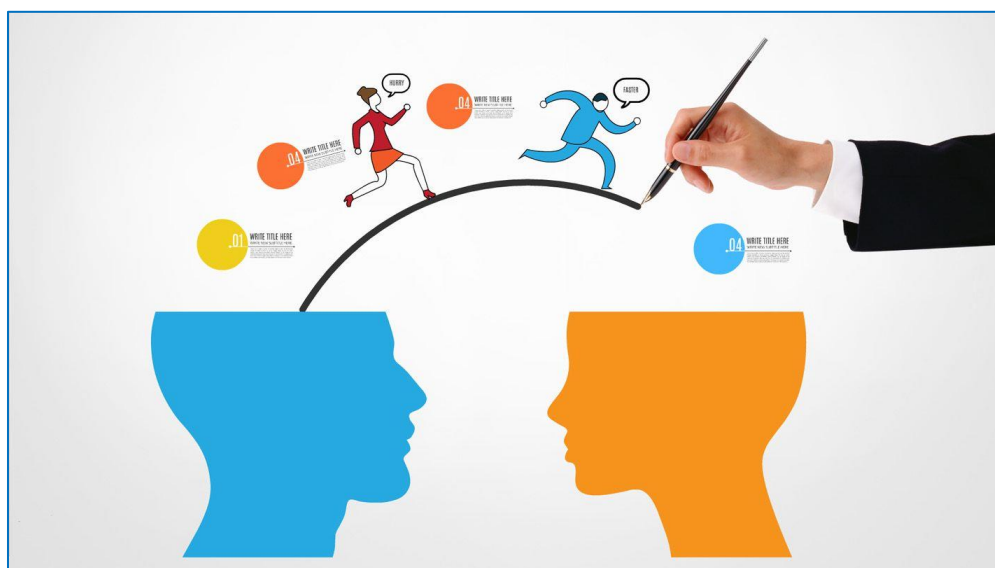




SS026: Effective Presentation & Communication

Training Description:

Learn the skills necessary to be a truly inspirational presenter. This exciting five-days course for management is designed to prepare delegates in every aspect of effective communication and presentation skills. It takes a clinical approach to the subject matter, breaking down everything one needs in order to deliver clear messages in a powerful and memorable way. Course content will cover verbal communication skills, emotional intelligence (EI), presentation skills, written communication, and Neuro-Linguistic Programing.

Training Objectives:

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

- ✓ Greatly enhance the impact of verbal communication in a variety of complex situations
- ✓ Deliver memorable and powerful winning presentations in conferences, meetings, and at presentations
- ✓ Apply NLP™ and Emotional Intelligence to self-development
- ✓ Write productively, clearly and with impact

Training Designed for:

This course is **intended for managers needing a refresher in influence and negotiation skills**, specifically senior management hoping to gain practical techniques for resolving conflicts, managing confrontation, and getting to yes in negotiations.

Those benefiting most from this program will work in **senior management, team leadership roles within project management, and as operations managers.**

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:

FIVE DAYS:

- ❖ Pre-Test
- ❖ Introduction
- ❖ Presentation Skills
 - Preparation is key to any good presentation. All presentations begin with a consideration of and research into the audience and its objectives. Participants will learn how to choose the appropriate structure, content, and approach to meet audience needs. With the assistance of an expert instructor participants will gain practice answering difficult and awkward questions. Course learning structure will create a challenging yet safe environment that instills confidence, assisting delegates in overcoming their nerves and projecting a powerful voice that keeps the audience attentive and engaged.

❖ Powerful Writing Techniques

- Grab audience attention with the first sentence and never let them stray. Participants will learn how people read and ways to tailor information so that it is easily absorbed. Content focuses on planning approach, structure, language usage, content, and visuals. Participants will also learn skills to apply to specific types of writing, including pitches, reports, e-mails, tenders, websites and social media

❖ Verbal Communication Skills

- Listening and communication are skills that can be developed like any other. Delegates will learn listening techniques that ensure mutual understanding, as well as methodologies for structuring simple, clear messages with appropriate use of language and delivery. Content will focus on using effective communication skills for overcoming barriers and generating group discussion for problem solving and decision making.

❖ Emotional Intelligence (EI) And Body Language

- Verbal communication is not the only way we make ourselves heard. Emotional Intelligence requires an astute awareness of signals hidden within the gestures and body language of others. Delegates will examine the guiding principles of EI, and how to utilize this knowledge for reaching business objectives and team development.

❖ Introduction to Neuro-Linguistic Programming™ (NLP™)

- A highly useful approach to business communication, this section will cover:
 - What is Neuro-Linguistic Programming™ (NLP™)?
 - How does NLP™ work?
 - NLP™ for self-management and self-development
 - Application of NLP™ to enhance performance of organization, teams and individuals

❖ 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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