



## **EFFECTIVE PRESENTATION SKILLS AND TECHNIQUES (TWP 2)**

This course offers tips and strategies to help you develop your presentation skills and learn how to present your ideas with conviction, poise, and without fear. You'll gain confidence in speaking through planning and practice. It will focus on coming up with a compelling presentation and deliver it by making eye contact, breathing appropriately, and speaking slowly to communicate matters effectively, persuasively, and engagingly. The course provides tips and guides on how to answer questions and handle challenging situations. You will receive expert advice on your presentations by doing actual presentations, exercises, and workshops. Presentations skills include the correct use of summary measures, tables, and charts. This course includes special features of MS PowerPoint for effective presentations.

### **Purpose**

To structure presentations using summary measures, tables, and charts, to know how to captivate and engage the audience, and to deliver with confidence and get techniques to bring vitality, interest, and clarity to the presentation.

### **Benefits to the Participants**

This will enable the participants to gain confidence in their presentation skills, to tailor their presentation to the audience, to use techniques to overcome nervousness, to handle difficult questions, to communicate with clarity and conviction, to project their voice, and to present summary measures, tables, and charts effectively.

### **Target Participants**

Trainers, statisticians, and other personnel who need to develop their presentation skills, speak in front of an audience, convey ideas to co-workers or management, or have little or no experience presenting in public. Knowledge of basic computer operations is required. Microsoft Excel® for Data Management (SW 1) is a recommended prerequisite to this course.

**Special Feature:** Your presentations will be recorded for playback and review. You can track your presentation skills by seeing for yourself what comes across to an audience. It's a great way to get instant feedback and helpful recommendations.

### **Course Coverage**

- I. Basics of Communication with Focus on Oral Communication
  1. Verbal communication
  2. Nonverbal communication
- II. Developing and Organizing Presentation Content
  1. Audience Profile
  2. Speech Outline and Notes
  3. Summary Measures, Tables, and Charts
- III. Preparing to Give the Presentation
  1. Vocal Production
  2. Practice Modes
  3. How to reduce stress and anxiety

IV. Using Visual Aids and Support Materials

1. Purpose
2. Tips for effective composition of visual content and speaker aids
3. Use of MS PowerPoint

V. Handling Questions from the Audience

1. Importance of Question-and-Answer Session
2. How to Respond to Questions

VI. Managing the Presentation Environment

1. Delivery Mode
2. Room Setups
3. Handling Equipment

**Duration:** 4 Days – 8:30am to 4:00pm