



PRESENTATION SKILLS TRAINING Outline

OBJECTIVES

- ☞ Developing basic presentation and public speaking skills
- ☞ Improvement of the participants' skills to organize and conduct presentations
- ☞ Enhancing self-assertiveness and handling difficult audiences

TRAINING PARTICIPANTS

- ◆ Managers of all levels, HR Officers and Trainers
- ◆ Product managers, sales agents and representatives who make public presentations

KEY TOPICS

- ◆ Basic notions and types of presentations
- ◆ Definition of the audience
- ◆ Preparing a presentation: planning and collection of information
- ◆ Developing and promoting key messages
- ◆ The structure of a presentation or public speech (from introduction to closure)
- ◆ Success drivers: competences, preparation, theatrical skills
- ◆ Self-assertiveness and managing the stage fever
- ◆ Handling difficult audiences
- ◆ The full array of technical aids and how to apply them
- ◆ The use and abuse of MS PowerPoint

METHODS & EQUIPMENT

- ◆ Presentations on the key topics
- ◆ Role plays and discussions on the major subjects and review of the video films
- ◆ Laptop, beamer, flipchart, video equipment

TRAINING MATERIALS

- ◆ A package of reference materials

FACILITATORS

- 😊 Julian Usunov & Silvia Ivanova