

Effective Presentation Skills



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Develop your presentation skills to transform yourself from inexperienced speaker to skilled presenter.

Unstable economic times can mean fast and frequently unexpected organizational changes, greater responsibilities and new projects and initiatives. Being a confident, polished speaker is not only necessary but well-advised in order to communicate such matters effectively and persuasively.

This 3-day programme offers presentation tips and strategies to help you develop your presentation skills and learn how to present your ideas with conviction, control and poise—and without fear.

You'll gain the specific presentation skills and direction you need to become comfortable with your own style. And you'll receive expert advice on how to handle especially challenging situations. Most important, you'll gain effective presentation skills by making actual presentations.

Who should attend?

This programme is designed for everyone who needs to develop their presentation skills, speak in front of groups or sell ideas to others and has little or no presentation experience on.

“This training was very beneficial for every skill level of presenter. The course size of my group was awesome, and the feedback from our facilitator and my peers was incredibly invaluable. Having high quality video of my presentations really helped me to be successful in self-evaluating and recognizing my opportunities for development. The resource guide provided is something I will always use in developing my presentations going forward.”

Erik S



How you will benefit

How will you benefit?

After taking this programme, you will be able to:

- Tailor your presentation to your audience
- Use relaxation techniques to overcome nervousness
- Learn how to project your voice and use pauses to dramatize your point
- Expertly handle difficult questions and situations
- Communicate with clarity and conviction
- Gain confidence in your presentation skills

During this programme you will:

- Network and learn from a diverse group of peers from different functions, industries and countries
- Develop a personal action plan to implement back at work
- Learn and practice using real-world examples over 3 interactive days

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.

Why is this programme different?

- The programme is facilitated by an experienced business expert who knows what it is like to work in an international business environment and understands your challenges.
- Every year, many business people from more than 20 different countries join this programme and over 95% recommend it to their colleagues.
- This programme is about you! You will get intensive feedback from your facilitator and a multi-cultural group of participants.
- You will bring your own communication challenges to the class and these will be addressed in the programme with solutions and input from the whole group.
- You will leave the programme with a concrete action plan to ensure you are implementing the learnings back at work and become a successful manager.

“People who know what they
are talking about don't need
PowerPoint.”

Steve Jobs

What will you learn and practise?

This 3-day programme is highly interactive with exercises and role plays.

Programme Highlights:

Balancing Verbal and Nonverbal Messages

- Practice nonverbal impact skills to reduce nervousness and to engage the attention of your listeners
- Make your content clearer and more memorable

Developing and Organizing Presentation Content

- Create an audience profile and set presentation parameters
- Condense a speech outline into notes you can speak from

Preparing to Give the Presentation

- Get expert presentation tips on rehearsing, adhering to a time frame and speaking from notes
- Reduce stress and speaker's anxiety

Using Visual Aids and Support Materials

- Describe the purpose of visual aids and support materials
- Identify tips for effective composition of visual content and speaker aids

Handling Questions from the Audience

- Explain the importance of the question-and-answer session
- Respond professionally to questions from the audience

Managing the Presentation Environment

- Describe the advantages and disadvantages of different room setups
- Be able to anticipate, avoid and handle equipment problems

Booking details

 Duration	3 Days
 Type	Classroom
 Price	€2095



**ALSO AVAILABLE AS AN
IN-COMPANY PROGRAMME**

Register Now

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-  **www.mce.eu**