

Professional Presentation Skills

Am I feeling comfortable and relaxed to share my ideas, thoughts in front of many people? Can I communicate well with them? Can I explain the points by overcoming my fear and tension? If yes, you are doing well. If not, this course is surely for you. Presenting your ideas, thoughts meaningfully to an audience is an art. There are tools, techniques, methods and processes to learn to be a powerful professional presenter. We are presenting our ideas, thoughts in office, in family, in friend circles and in society. But is it convincing enough? This course will assist you to learn tools, techniques, methods and processes to be a winning presenter in your office, family & friend circles and in society.

Suitable for:

All kinds of professionals, sales professionals, medical representatives, trainers, lecturers, teachers, students, online merchants etc.

Learning Objectives:

- Describe the importance of professional presentation.
- Explain the necessity of 3 phases of a professional presentation.
- Explore and explain the 4 P's of presentation.
- Analyze the 10 Golden Rules of a professional presentation.
- Assess the level of presentation skills of oneself.
- Describe the techniques of proper body language, verbal and non-verbal cues.
- Explore the techniques of overcoming fear, tension and other barriers.
- Describe the importance of practice and preparation before presentation.

Learning Outcomes

- Importance of professional presentation is well understood.
- Self-level of presentation skills is thoroughly assessed.
- Techniques to prepare a presentation are properly applied.
- Techniques to overcome tension and fears are correctly handled.
- Importance of practice sessions is well analyzed.

Major Contents

- Professional presentation – What is it?
- Self-assessment – How good is my presentation skills?
- 3 phases of a professional presentation
- 4 P’s of a professional presentation
- Proper body language, verbal and non-verbal cues in presentation
- Overcoming techniques of fear, tension, language barriers in presentation
- Techniques to prepare a winning presentation
- 10 Golden rules of a professional presentation
- Practice! Practice! Practice!

Course Modules

Modules	Takeaways	Key Exercises
Module 1: Basics of professional presentation	<ul style="list-style-type: none"> - What and why is professional presentation - 3 phases of a professional presentation - 4 P’s of a professional presentation - 10 Golden Rules of an effective presentation - Self-assessment: How good is my presentation skills? 	<ul style="list-style-type: none"> Large-group discussion Individual brainstorming Individual work Question-answer
Module 2: Body language, verbal and non-verbal cues	<ul style="list-style-type: none"> - Proper gesture & posture of presentation - Proper eye-contact during a presentation - Effective uses of tone, pitch, voice, pause etc. - Appropriate uses of non-verbal cues 	<ul style="list-style-type: none"> Individual exercises Small-group games Learning debriefing Question-answer
Module 3: Overcoming fear, tension and language barriers	<ul style="list-style-type: none"> - Reasons of fear and tension of presentation - Techniques of overcoming fear, tension etc. - Techniques to rehearse the presentation 	<ul style="list-style-type: none"> Role-play Small-group games and discussions Learning debrief Question-answer
Module 4: presentation Practice	<ul style="list-style-type: none"> - Individual practice of professional presentation - Constructive feedback for further improvement 	<ul style="list-style-type: none"> Individual exercises Constructive feedback Question-answer

Professional Presentation Skills
Session plan 2 session 3 hour each

Ses sion	Time	Topics	Learning Methods	Materials
1	20 min.	<ul style="list-style-type: none"> • Introduction • Learning objectives • Expectations 	Group discussion Presentation, Individual activities	Multimedia Projector Computers VIPP cards, Posters, Markers
2	60 min.	Basics of professional presentation <ul style="list-style-type: none"> - What and why? - 3 phases of any presentation - 4 P's of any presentation - 10 Golden Rules of presentation 	Large-group discussion Individual exercise Brainstorming Pair-group work	Projector flip-chart, Marker, Posters, VIPP cards
3	30 min.	Self-assessment <ul style="list-style-type: none"> - How good is my presentation skills? 	Individual work Large-group discussion Question-answer	Self-assessment sheet, Flip-chart, Marker, Projector
4	60 min.	Body language appropriate for a presentation <ul style="list-style-type: none"> - Proper gesture & posture of presentation - Proper eye-contact during a presentation 	Large-group games Learning debriefing Question-answer	Projector, flip-chart, Marker, Posters, VIPP cards
5	60 min.	Verbal and non-verbal cues appropriate for a presentation <ul style="list-style-type: none"> - Effective uses of tone, pitch, voice, pause etc. - Appropriate uses of non-verbal cues in a presentation 	Individual exercise Learning debriefing Question-answer	Projector, flip-chart, Marker, Posters, VIPP cards
6	60 min.	Overcoming fear, tension and language barriers of a presentation <ul style="list-style-type: none"> - Reasons of fear and tension of presentation - Techniques of overcoming fear, tension, language barriers etc. - Techniques to rehearse the presentation 	Small-group work and presentation Learning debriefing Question-answer	Projector flip-chart, Marker, Posters, VIPP cards, Projector
7	60 min.	Presentation Practice <ul style="list-style-type: none"> - Individual practice of professional presentation - Constructive feedback for further improvement 	Individual exercise Feedback Question-answer	Projector, Video Camera, flip- chart, Marker,

8	10 min.	Recap and closing	Participants' reflections, comments	--
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Submitted by

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