

After completing this course, participants will have learned to:

- 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.

Modules		Takeaways	Key Exercises
Modules 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
Modules 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
Modules 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 debriefs • 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