

simple & effective

presentation skills

To have understanding & knowledge, and to be able to communicate the same effectively to the others, are entirely different. However it is imperative to the success of the organisation.

Presentations are one of the most popular & most effective tools that can convey essential information to a large audience but it may also lead to wasted time and effort if not utilized rightly.

Contents

The Basics

- Use of Verbal / Non- verbal communication
- Knowing the target audience

Preparing the Presentation

- Giving structure to thoughts
- Flow of data / key points
- Effectively using MS powerpoint

Delivery and Impact

- Connecting with the audience
- Confidence and Eye Contact
- Voice modulation / Use of body language
- Visual Enhancers

Total Effectiveness & Impact

- Focus on objective
- Purposeful presentation
- Receiving feedback

Take Away

following this training workshop, the participants will be able to confidently prepare and present their ideas/ material/ reports to the concerned persons.

To benefit from this training workshop as an organization or, an individual or, a group, please [contact us](#).



Objectives

Learn to Connect with the audience

Learn to prepare the presentation

Good delivery and impact

Who should attend?

Middle level, Senior level

What is the duration?

1 day, 2 days, 3 days, 3 ½ days

[choose duration](#)

Interaction language

English, Hindi/ English

Methodology

- Multimedia Presentation
- Lecture
- Facilitated Discussion
- Group exercise
- Individual exercise
- Study material
- Anecdotes
- Mock sessions
- Role plays
- Role modelling
- Q & A

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