

<div>Content – Impactful Presentation Skills</div> <div>Duration – 2 Days (16 hours)</div> <div>Course Overview: -</div>
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**Course Description:** The Presentation Skills Mastery course is designed to help individuals develop and enhance their presentation skills to become confident, persuasive, and effective communicators. This comprehensive course covers the fundamental principles of delivering engaging presentations and provides practical techniques to engage and captivate audiences in various settings.

<div>1. Introduction</div> <div><ul style="list-style-type: none"><li>Purpose of the Presentation</li><li>Importance of Effective Presentation Skills</li></ul></div>
<div>2. Understanding the Audience</div> <div><ul style="list-style-type: none"><li>Identifying Audience Needs and Expectations</li><li>Adapting the Presentation to the Audience</li></ul></div>
<div>3. Structuring Your Presentation</div> <div><ul style="list-style-type: none"><li>Defining Clear Objectives</li><li>Organizing Content for Maximum Impact</li></ul></div>
<div>4. Creating an Engaging Opening and Closing</div> <div><ul style="list-style-type: none"><li>Visual Aids and Design</li><li>Selecting Appropriate Visual Aids</li><li>Designing Slides for Visual Appeal</li><li>Using Fonts, Colours, and Images Effectively</li></ul></div>
<div>5. Verbal and Nonverbal Communication</div> <div><ul style="list-style-type: none"><li>Developing a Confident and Engaging Speaking Style</li><li>Using Body Language and Gestures to Enhance Delivery</li><li>Utilizing Vocal Variety and Pace</li></ul></div>
<div>6. Engaging the Audience</div> <div><ul style="list-style-type: none"><li>Establishing Rapport and Building Connections</li><li>Encouraging Active Participation</li><li>Handling Questions and Managing Q&amp;A Sessions</li></ul></div>
<div>7. Managing Nervousness and Overcoming Challenges</div> <div><ul style="list-style-type: none"><li>Strategies to Reduce Nervousness</li><li>Dealing with Unexpected Situations</li><li>Handling Difficult or Hostile Audience Members</li></ul></div>
<div>8. Effective Delivery Techniques</div> <div><ul style="list-style-type: none"><li>Speaking with Clarity and Impact</li><li>Using Stories and Examples to Illustrate Points</li><li>Using Visuals, Props, and Demonstrations</li></ul></div>
<div>9. Timing and Pace</div> <div><ul style="list-style-type: none"><li>Managing Time Effectively</li><li>Adjusting Pace for Emphasis and Understanding</li></ul></div>
<div>10. Practice and Rehearsal</div> <div><ul style="list-style-type: none"><li>Importance of Practice for a Polished Delivery</li><li>Rehearsing the Presentation for Fluency and Confidence</li><li>Seeking Feedback and Making Improvements</li></ul></div>

<div>Activities-</div> <div>1 Personality Test</div> <div>2 Verbal and Non-Verbal Communication</div> <div>3 Formal and Informal Communication</div>
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***4 Oral and Written Communication***

***5 Guess the name of the country through emojis***

***6 Exercise and tips for Voice Modulation***

***Video Clips: -***

***1 Understanding of Non-Verbal Communication***

***2 Guessing the pictures***

***3 Tone and Pitch***