

Powerful Public Speaking and Presentation Skills

Learn to Deliver Dynamic Presentations and Gain Commitment From Your Audience

Course Facilitator: Hassan B. Rizwan



As per a survey conducted by American Management Association (AMA), over 80% of the CEO's from fortune 500 companies rated presentation skills to be the most important factor for Career growth!

Key Benefits

- ✓ Fight off stage fright and deliver with confidence
- ✓ Generate enthusiasm for your ideas and proposals
- ✓ Tickle listeners' brains
- ✓ Attract and hold listeners' attention
- ✓ Motivate audience towards committed action
- ✓ Improve listeners' retention
- ✓ Eliminate credibility killers and potential disasters

Course Outline

Getting started

- ✓ Audience profiling
- ✓ Clearly identifying your objectives
- ✓ Setting timeline for the talk

Structuring your talk

- ✓ Identifying topic areas using Mind Maps
- ✓ Research sources for content development
- ✓ An attention-grabbing beginning
- ✓ Adding relevant stories and facts
- ✓ Eliminating 'Performance Anxiety'

Video Review:

Learn to develop a strong start from a selection of videos



The magical delivery

- ✓ Expanding vocal variety
- ✓ The Pause Effect - using pauses to gain attention
- ✓ Power of stress
- ✓ Eliminating 'verbal fillers'

Activity:

Practicing delivery variation with peer and facilitator feedback



The body talk

- ✓ Proper Stance - psychology of space & height
- ✓ Gestures and facial expressions - The Roving Eye
- ✓ Moving around - On purpose

Activity:

Practicing delivery variation with peer and facilitator feedback



Managing Questions

- ✓ The art of diplomacy
- ✓ Tough Questions - Ways to maintain credibility
- ✓ When you don't know the answer

Wrap-up:

One-on-one practice with positive feedback for quick learning



Visual Aids

- ✓ Power of Visuals
- ✓ Effective use of multimedia and handouts

Target Audience

This program is well suited for professionals from the following cadre who wish to improve upon their public speaking and presentation skills:

- » Supervisors » Team Leaders » Junior Managers » Middle Managers

Includes On-Camera Presentation **Challenge!**



Register Online
www.octara.com

Tel : +92-21-4534261
: +92-21-4536315
Cell : 0300-8275351
Fax : 021-4520708
E-mail : register@octara.com
: octara@gmail.com



Course Facilitator
Hassan Bin Rizwan



"Hassan's workshop was a highly customized and perhaps the most relevant training we have had in a long time."
Arif-ul-Islam, COO, Meezan Bank

Hassan Bin Rizwan is an entrepreneur, management consultant and a conference leader with detailed professional experience in management consultancy and HR training both, in the U.S. and Pakistan. For over eight years, Hassan has accumulated, applied and disseminated useful business knowledge to help organizations, both in the U.S. and Pakistan, grow stronger through enhanced learning of their employees. He specializes in organizational communication, sales training, and management development. His vibrant personality combined with a unique blend of content and delivery makes the participants' experience both educating and entertaining.

From his unique experience of working with the U.S. military, Hassan brings in an unorthodox yet highly appropriate approach to organizational development and performance improvement. While working as a consultant in the U.S., he worked on a variety of projects including the restructuring project for one of Boeing's regional headquarters. He also conducted training workshops and delivered

presentations to over 3000 participants during his stay in the U.S. His inspirational speeches touched lives all over America as he attended seminars and was featured as a guest speaker at the American Youth Scholars Seminar held in Washington D.C. in 1999 and 2001.

Presently in Pakistan, Hassan is involved in an assortment of learning and consultancy programs for a number of organizations as an associate of Octara Pvt. Ltd. He is also associated with HireLabs – a fast-growing, U.S.-based HR consultancy firm that specializes in OrgDNA, Recruitment, Talent Management and Process Optimization. Hassan's most recent assignment has been with Saudi Snack Foods Ltd. (PepsiCo), an industry leader in the U.A.E., where he is leading a Sales Performance Improvement program for the entire sales team through a combination of learning and consultancy interventions.

He regularly attends courses and trainings both locally and abroad to enrich his own pool of knowledge and enhance his participants' learning experience.

Workshop Investment

PKR **7,999/-** per participant

10% Group Discount on 2+ nominees

Course material, Octara certificate, lunch, refreshments & business networking

Registration & Payment Options

- E-mail or Fax your nomination(s) to:
E-mail : register@octara.com
 : octara@gmail.com
Fax : 021-4520708, 021-4546639
- Send us your:
Name, Designation, Organization,
mailing address, phone, fax and e-mail
- Send your cheque in favor of
"Octara Private Limited" to:
Muhammad Imran Anwer
Octara Private Limited
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Tel: 021-4534261, 021-4536315, Cell: 0321-2670041

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Registration Note
Participation will be confirmed subject to receipt of payment.

Octara Cancellation Policy
Our Cancellation Policy is activated as soon as an invoice is received by the client. Due to any reason if the client is not able to attend the workshop/conference, they may inform Octara Sales/Finance department in writing within 48hours of the receipt of the invoice. In case of no intimation from your organization we reserve the right to claim the invoiced amount. Cancellations made at least 10 working days prior to the course will be refunded in full. If a booking is cancelled 10 to 7 working days before a course, a Cancellation Fee of 25% of the course fee is payable. For cancellations made within 7 working days, no refunds can be given. Cancellations must be confirmed by letter, fax or email. Substitutions may be made at any time. Notwithstanding the above, delegates may transfer to another course to be run within 12 months.

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*Octara reserves the right to change courses, dates, content or method of presentation.

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BRING In-house Powerful Public Speaking and Presentation Skills

This workshop can be customized to suit specific needs of your organization at significant savings. Please contact Mohsin Rahim at mohsin.rahim@octara.com or call at 0321-2133409 for more details