

EFFECTIVE PRESENTATION SKILLS

November 23, 2016 | Movenpick Hotel, Karachi | 9:00am to 5:00pm



Course overview

At work we are often required to present our ideas, solutions or services to colleagues or clients. Delivering client sales pitches, making presentations to senior managers or contributing to formal meetings can all be daunting experiences even when you are confident in your material. Learn what Presentations are; why are they necessary and how do they help individuals and organizations. The program contains Anatomy of a Good Presentation, method of synthesizing Information and explains how to use Concentration Curve theory for making impactful and memorable presentations.

Who should attend?

The program is well suited for professionals from the following cadre who wish to improve upon their presentation skills.

- Supervisors
- Team leaders
- Junior/Middle Managers
- Senior Managers

Program Investment

PKR 15,000/-

+SST per participant

Fee includes Courseware, Participation Certificate, Lunch and Refreshments.





Course Facilitator: **Zaufyshan Haseeb, UAE**

Educated in the area of Human Development & Behavioral Psychology, she achieved her distinction in MSc in 1986. A behavioural psychologist with extensive senior management experience in both the public and private health sectors, helps her to combine her practical knowledge of psychology and management to develop and present programs which meet the changing needs of business.

She had the opportunity of experiencing education in a diverse culture in Singapore, where she studied innovative method of "Imparting Education Without Stress" at all levels of education. She was also involved with psychological counseling for teenagers as well as the faculties of reputable institutions. This helps her develop her inter-personal skills as well as work on her empathetical abilities. She takes pride in changing perspectives of the new generation.

Active participation in charity and humanitarian institutes gave her an edge towards public speaking and communication and developing portfolio of actions for developing countries. Her training portfolio has reputable NGOs. Apart from the administrative and project management responsibilities at Intek, she is the Editor of Intek's self-development Ezine with a vast readership. Being an entrepreneur herself, she prepares individuals towards risk taking, managing change & entrepreneurship. She is skilled in designing and implementing organizational and employee development programs.

The emphasis of her training is on self-assessment, thought provoking exercises and a better future direction through various visualization and training techniques. She takes keen interest in research and development of workshops, keeping in mind various organizational behavior and work habits of participants. Her conviction with regard to potential in every human being to excel beyond his imagination is very strong and forms the basis of her training .

Course Agenda

Planning the Presentation

- Selecting & Researching a topic to present / gather information
- Important considerations before making presentations and defining of the purpose and the objective of the presentation through Worksheets
- Opening of the Presentation and Ice Breakers and how to leave a lasting impact with a strong conclusion
- What are the Global presentation Strategies

- Participants will get a questionnaire/checklist for future presentations

Audience Research

- Audience Analysis – How to analyze audiences requirements
- The demographics of the audience
- The size of the audience
- How to adapt to various learning styles of audiences
- Use of multi-sensory tools to reach out to the diverse needs of audiences

Personal Appearance

- Choosing the right clothes to 'Dress for Success'
- The right accessories and color combinations
- How the Audience sees you?
- Importance of Credibility Factors
- Strengthening your Aura
- Standing out from the rest
- Create & Project a Personal Brand

Voice Control and Verbal Skills

- Voice Modulation and expanding Vocal Variety
- Speed of Speech Pattern
- Learning to Project Voice / Pitch, tone and clarity
- Awareness of and eliminating Verbal Fillers, Slang and Jargon
- Exercises to strengthen the larynx & Vocal warm-ups
- Using Pauses for Impact
- Trigger words to stimulate a multi-sensory experience and involving both sides of the brain
- What words / language to use when Presenting to a Multicultural audience

Body Language

- Finding your natural Personal Style
- Using the right posture to reduce stress
- Setting the stage and identifying 3 stations to move between
- Understanding the Psychology of Space and height
- Lighthouse technique to build rapport with audience
- Avoiding Negative gestures

Presentation Skills while making presentations

- *How to overcome Stage Fear?*
- Using Notes Professionally
- Use of different colors, Medias, Flip charts, Visual aids and microphone to keep audience involved
- How to avoid Distractions during presentations?
- How to Manage Time during presentations?
- How to develop the audience's Enthusiasm to match yours?
- Using Brain Energizers to tickle the attention span
- Humour – How to cultivate it.
- Use of Peripherals as Mnemonic tools
- Handling Know-it-alls, hecklers and difficult audiences
- Ways to ensure that audiences remember the key points
- How to be impactful and memorable

The Dreaded Q&A Session

- Relaxation Techniques before the Q&A
- Handling questions with ease
- What to do when you don't know the answer?
- How to avoid confrontations?
- Planning Preventive strategies to avoid Conflict
- Common Mistakes in responding to questions

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For Registration & Details:

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