



## Workshop on Presentation Skills

### Participants will benefit by learning to

- Plan an effective presentation
- Deliver beneficial, informative & concise presentation stimulating positive thoughts
- Open presentation with end goal in mind and close with results
- Use effective humor, body language, eye contact, intonation, throw of voice to keep audience involved
- Create powerful presentation
- Create presentation with a natural flow
- Engage audience during presentation

### Target audience

- Client facing Execs
- Sales, Marketing, Channel Execs
- Executives at all levels
- Team Leaders
- People Managers
- Process Managers
- Anyone with a need to present POV (Point of View)

### Workshop outline

- Fundamental presentation skills
  - Plan & Structure
  - Focus & Communicate
  - Engage & Re-enforce
- Models of communication (Visual, Auditory, Kinesthetic)
- Profiling audience & setting expectations
- Story board the flow
- Focus on key messages
- Involving audience for better impact
- Visual highlight to emphasize key messages

### Workshop style

- Interactive
- Case studies
- Activity based

### Workshop details

- Duration:8-16 hours spread over 1-2 working day(s)
- Typical Batch size: 10-12 participants
- Financial Details: INR xxxx

### Facilitator Profile – RAI08CSBG

- Professional Experience: 25 years
- Domain Knowledge
  - Education
  - IT Products & Services
  - Manufacturing
- Also facilitates learning such as
  - Communication skills
  - Time Management
  - First Time Leaders