

5 Days

Presentation Skills Master Class

Creating and Delivering High Impact Presentations

Upcoming Sessions

15-19 Apr 2024	Online	$3,950
16-20 Sep 2024	Online	$3,950
04-08 Nov 2024	Online	$3,950

Training Details

Online Training Course Overview

Delivering a dynamic, persuasive, informative and memorable presentation is one of the fastest ways to increase your influence and boost your credibility as a professional. Knowing your subject and being confident are a good starting point, but a truly masterful presenter also knows how to read the audience, adjust their delivery and content for the precise purpose of the presentation, and keep an audience not only engaged but remembering the message long after they finish speaking. Whether you are new or an experienced presenter, this Anderson online training course will help you to move your confidence and skills to another level, and using video playback, you will see the results in front of your eyes.

This Anderson online training course will feature:

- Developing the right mental attitude to boost confidence and calm nerves
- Creating and organising your thoughts using mind mapping techniques
- Making a powerful impression through dynamic body language and voice control
- Using design, visuals and technology to boost the impact of your presentation
- Becoming a masterful communicator and an authentic emotionally intelligent presenter

Online Training Course Objectives

By attending this Anderson online training course, delegates will be able to:

- Deliver a powerful, professional and on-purpose presentation
- Use technology to design effective visual materials
- Win over the heads and hearts of even challenging audiences
- Recognise their own presentation strengths, style and weaknesses
- Be confident answering questions and thinking on your feet

Designed For

Anyone who needs to speak in front of an audience, in a conference, training, or meeting situation, previous experience is useful but not necessary, as course will revisit the essentials as well as advance techniques.

This Anderson online training course is suitable to a wide range of professionals, but will greatly benefit:

- Those giving business presentations to their colleagues and clients
- Those expected to give public presentations and fear doing so

- Senior managers who give presentations at company events
- Sales staff who need to give presentations to prospective clients
- Business owners and leaders, managers, supervisors and team leaders
- Technical, training or administrative staff

Learning Methods

To enhance learning we utilize proven adult learning technology and methods that will result in maximum retention and application. This includes powerpoint presentations, videos, exercises, case studies, feedback. Each participant will be expected to present a number of presentations with constructive feedback given,

Training Details

Day One: Organising your Thoughts and Gaining Confidence

- Identifying your personal USP (Unique Presentation Style)
- Clarifying purpose and choosing an appropriate structure and strategy
- Ice-breakers, warming up and reading the audience
- Overcomes nervousness and looking and feeling confident
- Adapting the right mental attitude to present powerfully
- Learning how to formulate and structure topics using mind mapping

Day Two: Looking, Sounding and Acting as a Professional Presenter

- Becoming comfortable presenting in front of the group and camera
- Identifying your strengths and weaknesses as a presenter
- Maximizing impact through body language, postures, gestures and dress
- Mastering the 7 essential areas of voice control
- The 3 essential ingredients of a professional powerful presentation
- How to make a persuasive speech

Day Three: Using Technology to Maximize Impact

- Learn to create fantastic flip charts to support the key messages
- Design beautiful and compelling PowerPoint presentations
- Presenting complex data using graphs and visuals
- Creating and adding video clips to your power point presentations
- Working with different room layouts and handling microphones
- Learn different tools to add diversity and interest to engage an audience

Day Four: The Techniques and Tools of a Master Presenter

- Communicating concepts quickly
- Using analogies and drawing on memorable images
- The art of story-telling and story boarding
- Creating an interactive, question friendly atmosphere
- Overcoming shyness or arrogance in speaking through emotional intelligence
- Preparing for questions and handling difficult or tricky questions

Day Five: The Techniques and Tools of a Master Presenter

- Handling resistance, set-backs and criticism
- Finding your authentic voice as a presenter
- Gaining confidence as a communicator and going off-script
- Increasing your authority and credibility as an expert in your field
- Making the audience feel good about themselves and you
- Engaging the right and left brains, the heads and the hearts of your audience

Preview

10:30 - 11:00	:	Welcome, Setup, Registration

11:00 – 12:30	**:**	**First Session**
12:30 – 12:45	:	Break (15 minutes)
12:45 – 14:15	**:**	**Second Session**
14:15 – 14:30	:	Break (15 minutes)
14:30 – 16:00	**:**	**Third Session**

The Certificate

Anderson e-Certificate of Completion will be provided to delegates who attend and complete the course

INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: +971 4 365 8363

Email: info@anderson.ae

Request for a Tailor-made training and educational experience for your organization now:

Email: inhouse@anderson.ae

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