

Presentation Skills

Table of Contents

1. Introduction

This module introduces the basics:

- Purpose of Presentation
- Importance of Effective Presentation

2. Understanding Audience

- Identifying Audience Needs and Expectations
- Adapting the Presentation to the Audience

3. Structuring The Presentation

- Defining Clear Objectives
- Organizing Content for Maximum Impact

4. The Correct Opening & Closing

- Visual Aids and Design
- Selecting Appropriate Visual Aids
- Designing Slides for Visual Appeal
- Using Fonts, Colours, and Images Effectively

5. Verbal & Non Verbal Communication

- Developing a Confident and Engaging Speaking Style
- Using Body Language and Gestures to Enhance Delivery
- Utilizing Vocal Variety and Pace

6. Engaging With Audience:

- Establishing Rapport and Building Connections
- Encouraging Active Participation
- Handling Questions and Managing Q&A Sessions



7. How to Overcome Nervousness & Challenges

- Establishing Rapport and Building Connections
- Encouraging Active Participation
- Handling Questions and Managing Q&A Sessions

8. Effective Delivery Techniques

- Speaking with Clarity and Impact
- Using Stories and Examples to Illustrate Points
- Using Visuals, Props, and Demonstrations

9. Timing & Pace Management

- Managing Time Effectively
- Adjusting Pace for Emphasis and Understanding

Practice Exercises

- a. Verbal & Non Verbal Cues
- b. Formal & Informal Communication
- c. Exercise for Voice Modulation
- d. Tone & Pitch
- e. Some Clips