

COURSE OVERVIEW SS0318

**Presentation Skills
(E-Learning Module)**

Course Title

Presentation Skills
(E-Learning Module)

Course Reference

SS0318

Course Format & Compatibility

SCORM 1.2. Compatible with IE11, MS-Edge, Google Chrome, Windows, Linux, Unix, Android, IOS, iPadOS, macOS, iPhone, iPad & HarmonyOS (Huawei)

Course Duration

30 online contact hours
(3.0 CEUs/30 PDHs)



Course Description



Presentation skills is a highly interactive course designed to provide participants with all the skills necessary to effectively present a variety of communication-based session ranging from holding a motivational talk to presenting a safety toolbox talk the delegates will additionally be exposed to presenting their ideas to a management committee. They will be equipped with the latest trends and techniques on how to prepare, organize and deliver these talks with confidence and success. Whether you've been training for a while or never stepped onto a platform before, you will learn how to build your confidence as a presenter with useful approaches on how to manage your fears, engage your audience, maximize their participation, and deal with challenging situations and difficult people that you may encounter on your training sessions.

The improved presentation skills filter down to all employees he/she is interacting or delivering a presentation. These presentation skills course can thus benefit an entire company while only directly affecting one or a few persons. This is the multiplication effect in action. The participants will take back what they have seen and use it in planning presentations for their own company.

This E-Learning course is designed to provide participants with a detailed and up-to-date overview of presentation skills. It covers the effective presentations and communication modes used in presentations; the visual aids, keeping it short and simple (kiss) and the use the rule of three; rehearsing and telling stories and anecdotes; identifying the next slide, having a back-up plan, checking out the presentation room and speaking with confidence; developing key presentation skills; applying attention-getting openings and compelling closings; planning, preparing and structuring own presentation; building an effective presentation; the communication model; the barriers to communication and the construction and design process; using mind mapping as a presentation tool; and the guidelines for creating mind maps.

During this interactive course, participants will learn to shape the presentation, design high impact slides and apply general evaluation criteria; communicate the main points, prepare to present with confidence and develop own unique speaking style through projecting power and conviction in voice; apply earnestness and conviction and recognize your conduct as speaker and things to avoid as speaker; review main checklist, apply voice improvement and describe the characteristics of a good speaker; check the things to do as a speaker before the meeting including the presentation room and review reminders; avoid unusual circumstances, apply real-world business presentations, communicate the main points and make your message stick; apply various techniques to recover from mistakes, enhance your confidence, add interactivity to your presentation and build rapport with audience; manage different audience, energize presentations with questions and get people to participate; plan your questions carefully, give instructions step-by step, monitor the energy, get the audience back and show the value from their participation; and participate without speaking and apply simple techniques to persuade, influence and encourage others.

Course Objectives

By the end of the program the participants will be able to:-

- Apply and gain an in-depth knowledge on presentation skills
- Understand and have practiced the different presentation stages
- Preparing the presentation, identifying the purpose of presentation, audience, structure, script and rehearsing and deciding presentation strategy
- Delivering the presentation
- Establishing eye contact and rapport, be confident and engage audience through decided presentation strategy
- Communicate effectively using correct content, slides and visual support
- Understand and have practiced how to use different presentation techniques to capture participant's attention
- Understand techniques and have practiced how to overcome fear of presenting
- Use techniques to enhance voice and communication skills
- Managing voice, breathing and projecting voice with ease and making full resonant sound

- Experiencing the benefits of correct posture
- Understand post presentation and obtain and incorporate feedback in future presentations
- Create effective presentations and apply communication modes used in presentations
- Carryout effective presentation techniques, use visual aids, keep it short and simple (kiss) and use the rule of three
- Rehearse, tell stories and anecdotes, don't put your speaker notes up on the screen and video yourself
- Identify the next slide, have a back-up plan, check out the presentation room and speak with confidence
- Develop key presentation skills and apply attention-getting openings and compelling closings
- Plan, prepare and structure own presentation, build an effective presentation and illustrate a communication model
- Identify the barriers to communication and apply the construction and design process
- Use mind mapping as a presentation tool and guidelines for creating mind maps
- Shape the presentation, design high impact slides and apply general evaluation criteria
- Communicate the main points, prepare to present with confidence and develop own unique speaking style through projecting power and conviction in voice
- Apply earnestness and conviction and recognize your conduct as speaker and things to avoid as speaker
- Review main checklist, apply voice improvement and describe the characteristics of a good speaker
- Check the things to do as a speaker before the meeting including the presentation room and review reminders
- Avoid unusual circumstances, apply real-world business presentations, communicate the main points and make your message stick
- Apply various techniques to recover from mistakes, enhance your confidence, add interactivity to your presentation and build rapport with audience
- Manage different audience, energize presentations with questions and get people to participate
- Plan your questions carefully, give instructions step-by step, monitor the energy, get the audience back and show the value from their participation
- Participate without speaking and apply simple techniques to persuade, influence and encourage others

Who Should Attend


This course covers systematic techniques and methodologies on presentation skills for all employees and senior staff whose job requires to conduct presentations, whether within the organization or to customers or the public. It is also valuable for underdevelopment employees and for those who needs to communicate ideas to their colleagues, customers or business associates and for those who need to enhance their abilities to communicate, persuade and deliver presentation. Some experience using PowerPoint is helpful.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course.

Certificate Accreditations


Certificates are accredited by the following international accreditation organizations: -

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USA International Association for Continuing Education and Training (IACET)

Haward Technology is an Authorized Training Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 1-2013 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 1-2013 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Training Methodology

This Trainee-centered course includes the following training methodologies:-

- Talking presentation Slides (ppt with audio)
- Simulation & Animation
- Exercises
- Videos
- Case Studies
- Gamification (learning through games)
- Quizzes, Pre-test & Post-test

Every section/module of the course ends up with a Quiz which must be passed by the trainee in order to move to the next section/module. A Post-test at the end of the course must be passed in order to get the online accredited certificate.

Course Fee

As per proposal

Course Contents

- Introduction & Creating Effective Presentations
- A Course Summary
- Course Philosophy
- 1st Speech (Informal Talk)
- Introduce Yourself
- Sample Speech Outline
- Introduction & Overview
- Presentation = Communication
- Communication
- Communication Modes Used in Presentations
- Presentations: The Ideal
- Communication Ideals
- Effective Presentation Techniques
- The Top 10 Effective Presentation Techniques
- Use Visual Aids
- Keep it Short and Simple (Kiss)
- Use the Rule of Three
- Rehearse
- Tell Stories & Anecdotes

- Lose the Bullet Points – Don't Put Your Speaker Notes Up on the Screen
- Video Yourself
- Know What Slide is Coming Next
- Have a Back-Up Plan
- Check Out the Presentation Room
- Speaking with Confidence
- Developing Key Presentation Skills
- Attention-Getting Openings
- Compelling Closings
- Planning, Preparing and Structuring Own Presentation
- Beginning
- Middle
- End
- Building an Effective Presentation
- A Communication Model
- Barriers to Communication (Noise)
- Barriers to Communication
- The Construction and Design Process
- Mind Mapping as a Presentation Tool
- Guidelines for Creating Mind Maps
- Shaping the Presentation
- Designing High Impact Slides
- Evaluation
- General Evaluation Criteria
- Evaluation Criteria for "Sincerity"
- Evaluation Criteria for "Organizing Your Presentation"
- Evaluation Criteria for "Use of Voice"
- Evaluation Criteria for "Show Us"
- Evaluation Criteria for "Skills Application"
- Evaluation Criteria for the "Persuasion" Presentation
- Communicating the Main Points
- Preparing to Present with Confidence
- Developing Own Unique Speaking Style – Projecting Power & Conviction in Voice



- Earnestness and Conviction
- Your Conduct as Speaker
- Things to Avoid as Speaker
- Word of Caution When Preparing Your Presentation
- Main Checklist
- Voice Improvement
- Characteristics of a Good Speaker
- Things to Do as a Speaker Before the Meeting
- The Presentation Room
- Reminders
- Cruel and Unusual Circumstances
- Real-World Business Presentations
- Communicating the Main Points
- Making Your Message Stick
- Techniques to Recover from Mistakes
- Enhancing Your Confidence
- Adding Interactivity to Your Presentation
- Audience-Centred Delivery
- Building Rapport with Audience
- Managing Different Audience
- Energizing Presentations with Questions
- First, Your Audience has to Trust You
- Only Involve the Audience Where It Will Add Value
- How to Get People to Participate
- Plan Your Questions Carefully
- Give Instructions Step-by Step
- Monitor the Energy
- How to Get the Audience Back
- Show the Value from their Participation
- Participation Without Speaking
- Audience Participation is Unpredictable
- Simple Techniques to Persuade, Influence & Encourage Others
- Persuasiveness
- Presentation Experience
- Useful References

