



شركة ميرك العربية السعودية
MEIRC Saudi Arabia

Presentation Skills

Course Objectives

Upon course completion, participants will be able to:

- ↪ Learn to control and use your stage fright to improve your presentations
- ↪ Understand what the audience is expecting
- ↪ Discover how to exceed audience expectations
- ↪ Identify the right tools to jump-start your presentations
- ↪ Learn to be engaging without losing control of your audience
- ↪ Select the best presentation style for your speaking opportunity
- ↪ Learn the secrets of success used by professional presenters

Course Outline

1. Introduction
2. Understanding Communication
3. Define Communication
4. Seven Elements and Guiding Principles of Effective Communication
5. Presentational Communication
6. Listening Skills
7. Verbal and non-verbal Communication
8. Planning Your Presentation
9. Presentation Speaking
10. Presentation Guidelines
11. Purpose and Topic
12. Speak or Write?
13. Questions for Choosing a Good Topic
14. Audience Research Questions
15. How would you adapt to audience members who . . .
16. Speaking to International Audiences
17. Components of Speaker Credibility
18. When Will You Speak?
19. The Occasion
20. Dress and Appearance
21. Language and Delivery
22. CORE Speaking Styles
23. Eye Contact Strategies
24. What Should You Do With Your Hands?
25. Types of Presentation Aids
26. How to Practice Your Presentation
27. Informative Presentations
28. Speaking to Persuade
29. Video-taped role play exercise: practice, taping, feedback