Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Presentation skills

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

371,00 €

PRICE INCL. VAT

456,33 €

including 23 % VAT

PDF SYLLABUS

Presentation Skills Training

Clear overview of course topics, training scope and key information.

The primary goal of the training is to provide you with a detailed overview of the presentation preparation process and practice of presentation delivery with emphasis on its most important principles. The result of the training is primarily your ability to prepare and deliver successful speeches in front of an audience or business partner. An important benefit of the activity is also your better coping with stress and stage fright during appearances in front of an audience. The training contains 60% practical activities. On the second day of the training, participants exclusively present with feedback from the lecturer.

COURSE CONTENT

01

What a Presentation Is - Types of Presentations, Their Possibilities and How to Use Them

Preparation before the presentation: Identification of listeners, defining the audience Choice of approaches to the audience Principles of human perception of information Setting the goal of the presentation How to prepare the CONTENT and SYLLABUS of the presentation

02

Presentation and Presenting:

Opening How to make the best positive first impression? Message - methods of persuasive communication in a nutshell: verbally how do you adapt your speech to listeners? non-verbally use of visualization tools Proof: statistics, examples, analogies, testimonials, demonstrations How do references work?

03

Presentation Conclusion:

Summarization and amplification of effect About impression once again: this time about the last one How to call participants to action? How to motivate participants toward the required behavior?

04

Discussion

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05

Crisis Situations During Presentation:

What do you answer a person to a question when you have no idea??? Enemy in the audience or "Just because you are not paranoid does not mean they are not after you.." Mental coffee and options for enlivening speeches for "snake charmers"

06

Stress Management and Mastering Nervousness and Stage Fright:

Psychological preparation for a presentation Progressive muscle relaxation

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This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/presentation-skills-training