Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Presentation skills

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

190,00 €

PRICE INCL. VAT

233,70 €

including 23 % VAT

PDF SYLLABUS

Presentation Skills

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

The aim of the Presentation Skills training is to teach you how to prepare a presentation for a specific situation, how to deliver information as effectively as possible and, above all, how to improve your presentation abilities. You will gain several useful tips and tools for actively managing audience attention, handling crisis situations during presentation and also during discussion.

COURSE CONTENT

01 **Do you think your presentation is uninteresting for the audience?**

o We will teach you how to make a first impression and attract attention.

02 **Do you have difficulty maintaining audience attention?**

o We will show you practices and tools for engaging the audience and prompting it to pay attention.

03 **Are you worried about a question you will not know how to answer?**

o We will teach you how to handle every question and not lose your position.

04 **Do you feel strong stage fright in front of a larger audience?**

o You will find out how to use it to your advantage.

Macrosoft

Vzdelávanie s trvalým efektom

05

Training Program:

forms and elements of a presentation how to make a good first impression during a presentation target group - listeners and their styles of processing information presentation structure - introduction, core, conclusion how to formulate your thoughts concisely visual aids - principles of information visualization presenting yourself - verbal and non-verbal expression how to respond to questions from the audience confidence during presentation - how to present and defend your solution convincingly what to do and what not to do during presentations action plan: increasing the level of your own presenting

---

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