

## COURSE OVERVIEW SS0320-4D Presentation Skills

### Course Title

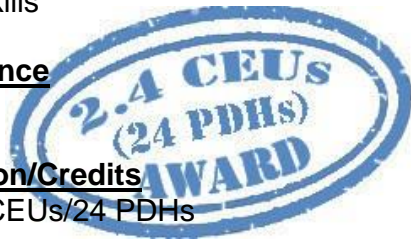
Presentation Skills

### Course Reference

SS0320-4D

### Course Duration/Credits

Four days/2.4 CEUs/24 PDHs



### Course Date/Venue

| Session(s) | Dates                 | Venue  |
|------------|-----------------------|--|
| 1          | March 04-07, 2024     | Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE |
| 2          | June 24-27, 2024      | Business Center, Concorde Hotel Doha, Doha, Qatar                        |
| 3          | September 23-26, 2024 | Ajman Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE      |
| 4          | December 09-12, 2024  | Jubail Hall, Signature Al Khobar Hotel, Al Khobar, KSA                   |

### Course Description



***This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using “MS Office” applications.***

While designing a well-structured presentation is more important, the presenter must also be able to deliver the material in a confident and relaxed style. The ability to convey facts and information in a clear, concise manner, while maintaining audience interest, is a crucial part of delivering an effective presentation.



This course provides the skills needed to plan and deliver polished presentations with confidence. You learn practical techniques to communicate and reinforce your message, allowing you to focus on audience needs and objectives.

Throughout the course, participants work in small groups to apply the techniques learned, while receiving structured feedback from peers and their expert instructor. Participants learn to use MindMapping to organize their thoughts and build a well-structured presentation that is easy to deliver. Workshops include:



- Improving presentation skills
- Leveraging the three modes of communication
- Identifying audience expectations
- Capturing ideas using MindMapping
- Organizing the presentation story
- Selecting the key impact points for your presentation
- Building audience involvement using interactive techniques
- Emphasizing the main points with visual highlighting techniques

### Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on presentation skills
- Plan, prepare and deliver effective presentation
- Practice question and answer techniques
- Overcome anxiety
- Develop skilled co-ordination/negotiation sessions
- Build self-confidence
- Communicate a message to an audience effectively
- Deliver dynamic, persuasive presentations that are concise and clear
- Build audience rapport through eye contact, vocal delivery and body language
- Apply innovative design techniques to create powerful presentations
- Prepare an effective presentation by organizing key points into a coherent story
- Capture and maintain audience interest and attention using interactive techniques

### Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor’s actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**

### Who Should Attend

This course covers systematic techniques and methodologies on presentation skills for employees – graduate developpee engineers – mostly from functional areas of maintenance, production and projects. There are some non-engineering graduate developpees from HR, accounts, contracts and procurement functional areas. They are undergoing development programs to take up designed engineering positions. As part of the positions for which they are being groomed/developed, these engineering and non-engineering graduates are required to design and deliver presentation on various technical and non-technical aspect.

### Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

### Training Methodology

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

20% Lectures

80% Practical Exercises, Case Studies, Games, Customized Videos, Site Visits, Simulations, Role Play, Group Skill Sessions, Outdoor & Indoor Activities

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

### Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

### Certificate Accreditations


Certificates are accredited by the following international accreditation organizations:-

- 
The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors 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 2018-1 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 2018-1 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 Accreditors 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 **2.4 CEUs** (Continuing Education Units) or **24 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.

### Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Mr. Jerome Topley**, PgDip (on going), BSc, is a **Senior Management Consultant** with over **20 years** of extensive experience. His expertise lies extensively in the areas of **Leadership Skills, Communication & Interpersonal Skills, Performance & Creativity Skills, Listening Skills, Negotiation Skills, Persuasion & Assertiveness Skills, Time & Stress Management, Influencing Techniques, Conflict Management, Business Writing Skills, Writing Business Correspondence & Document Control, Writing Memos & Business Letters,**

**Business & Technical Report Writing, Communication Skills, Business Communication Etiquette, Interpersonal Skills, Presentation Skills, Organizational & Leadership Skills, Coaching & Mentoring, Self & Personal Development, Creative Problem Solving, Performance Management, Conflict Management, Talent Management, Risk Management, Resource Management, Emotional Intelligence, Customer Service, Persuasion Techniques, Supervisory Skills, Public Relations & Corporate Communication, Strategic Planning & Creative Thinking, Human Resource Management and Performance Assessment & Appraisal.** Further, he is also well-versed in **Broadcasting, News & Sport Reporting, Presentation Skills, Communication Skills, Problem Solving & Decision Making, Pharmaceutical Environment, Ophthalmology, Surgical Instruments & Endocrinology, Agricultural Productivity, Plants Farming, Cultivation & Harvesting and Agricultural Mechanics.**

During Mr. Topley's career life, he had occupied several significant positions and dedication as the **Executive Director, Chief of Staff, General Manager, Producer/Presenter, Public Broadcaster Talk Show Host, Stand-in Presenter, Radio Presenter, News Reader, Medical Technician and Detailing Medical Representative** in **Ophthalmology, Surgical Instrument and Endocrinology** from various companies and institution such as Wyeth, Topley Consulting, SABC Afrikaans Radio, Ministry of Agriculture, Agri Mega Group and Western Cape Education Department.

Mr. Topley has a **Bachelor** degree with Honours in **Business Management**, a **National Diploma in Education** and currently enrolled in **Post-Graduate Diploma in Business Management**. Further, he is a **Certified Instructor/Trainer**, a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**, a **Qualified Medical Technician in Chemical Pathology**, a **Registered Medical Technology Student** and holds a **Professional Development Certificate in Outcomes-Based Assessment Techniques**. He has further delivered innumerable trainings, courses, workshops and seminars globally.

### Course Fee

|           |  |
|-----------|--|
| Dubai     | <b>US\$ 4,500</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day. |
| Doha      | <b>US\$ 5,500</b> per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.               |
| Abu Dhabi | <b>US\$ 4,500</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day. |
| Al Khobar | <b>US\$ 4,500</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day. |

### Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

#### Day 1

|             |   |
|-------------|---|
| 0730 - 0800 | <i>Registration &amp; Coffee</i>                          |
| 0800 - 0815 | <i>Welcome &amp; Introduction</i>                         |
| 0815 - 0830 | <b>PRE-TEST</b>   |
| 0830 - 0930 | <b>Introduction &amp; Overview of Presentation Skills</b> |
| 0930 - 0945 | <i>Break</i>  |
| 0945 - 1100 | <b>Characteristics of Outstanding Presentations</b>       |
| 1100 - 1200 | <b>Creating a Framework for Success</b>                   |
| 1200 - 1230 | <b>Making a Positive Impact on Your Audience</b>          |
| 1230 - 1245 | <i>Break</i>  |
| 1245 - 1330 | <b>Enhancing Your Confidence as a Presenter</b>           |
| 1330 - 1420 | <b>Exercises</b>  |
| 1420 - 1430 | <b>Recap</b>  |
| 1430        | <i>Lunch &amp; End of Day One</i>                         |

#### Day 2

|             |   |
|-------------|---|
| 0730 - 0930 | <b>Developing Key Presentation Skills</b>                     |
| 0930 - 0945 | <i>Break</i>  |
| 0945 - 1100 | <b>Attention-Getting Openings &amp; Compelling Closings</b>   |
| 1100 - 1130 | <b>Improving Your Personal Presentation Tools</b>             |
| 1130 - 1200 | <b>Planning, Preparing &amp; Structuring Own Presentation</b> |
| 1200 - 1230 | <b>Building an Effective Presentation</b>                     |
| 1230 - 1245 | <i>Break</i>  |
| 1245 - 1330 | <b>Communication Models</b>                                   |
| 1330 - 1400 | <b>The Construction &amp; Design Process</b>                  |
| 1400 - 1420 | <b>Exercises</b>  |
| 1420 - 1430 | <b>Recap</b>  |
| 1430        | <i>Lunch &amp; End of Day Two</i>                             |

### Day 3

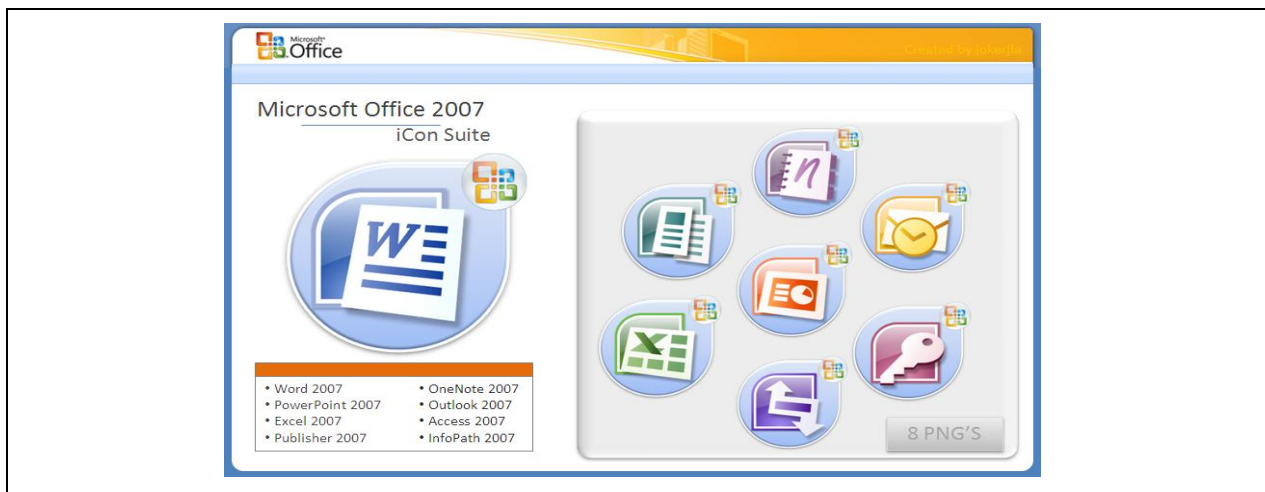
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|-------------|--|
| 0730 – 0930 | <i>Mind Mapping as a Presentation Design Tool</i>              |
| 0930 – 0945 | <i>Break</i>   |
| 0945 – 1100 | <i>Shaping the Presentation</i>                                |
| 1100 – 1200 | <i>Designing High-Impact Slides</i>                            |
| 1200 – 1230 | <i>Communicating the Main Points</i>                           |
| 1230 – 1245 | <i>Break</i>   |
| 1245 – 1300 | <i>Preparing to Present with Confidence</i>                    |
| 1300 – 1330 | <i>Developing Own Unique – Professional Speaking Style</i>     |
| 1330 – 1400 | <i>Projecting Power &amp; Conviction in Voice</i>              |
| 1400 – 1420 | <i>Applying high-Retention Techniques in your Presentation</i> |
| 1420 – 1430 | <i>Recap</i>   |
| 1430        | <i>Lunch &amp; End of Day Three</i>                            |

### Day 4

|             |   |
|-------------|---|
| 0730 - 0830 | <i>Making Your Message “Stick”</i>                                    |
| 0830 - 0930 | <i>Techniques to Recover from Mistakes</i>                            |
| 0930 - 0945 | <i>Break</i>  |
| 0945 - 1045 | <i>Adding Interactivity to Your Presentations</i>                     |
| 1045 - 1100 | <i>Audience - Centered Delivery</i>                                   |
| 1100 - 1130 | <i>Building Rapport with Audience</i>                                 |
| 1130 - 1145 | <i>Managing Different Audience</i>                                    |
| 1145 - 1230 | <i>Energizing Presentations with Questions</i>                        |
| 1230 - 1245 | <i>Break</i>  |
| 1245 - 1300 | <i>Handling Audience Interaction</i>                                  |
| 1300 - 1315 | <i>Simple Techniques to Persuade Influence &amp; Encourage Others</i> |
| 1315 - 1345 | <i>Exercises</i>  |
| 1345 - 1400 | <i>Course Conclusion</i>  |
| 1400 -1415  | <b>POST TEST</b>  |
| 1415 -1430  | <i>Presentation of Course Certificates</i>                            |
| 1430        | <i>Lunch &amp; End of Course</i>                                      |

### Practical Sessions

Practical sessions will be arranged for all participants throughout the course using “MS Office applications”.



### Course Coordinator

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