

COURSE OVERVIEW SS0320-4D Presentation Skills

Course Title

Presentation Skills

Course Date/Venue

November 04-07, 2024/Fujairah Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, **UAE** (24 PDHS)

Course Reference SS0320-4D

Four days/2.4 CEUs/24 PDHs

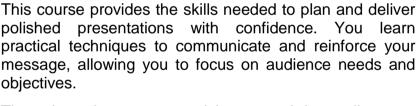
Course Duration/Credits

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.



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





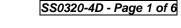




















Course Objectives

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 developee engineers – mostly from functional areas of maintenance, production and projects. There are some non-engineering graduate developees 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.

Course Fee

US\$ 4,500 per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

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



















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.



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 Influencing Stress Management, Techniques, Conflict Management, Business Writing Skills. Writing **Business**

Correspondence & Document Control, Writing Memos & Business Letters, Business Technical Report Writing, Communication Skills. Communication Etiquette, Interpersonal Skills, Presentation Skills, Organizational & Leadership Skills, Coaching & Mentoring, Self & Personal Development, Creative Solving, Performance Management, Conflict Management, 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 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.



















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 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: Monday, 4th November 2024

Day I.	Monday, 4 November 2024
0730 - 0800	Registration & Coffee
0800 - 0815	Welcome & Introduction
0815 - 0830	PRE-TEST
0830 - 0930	Introduction & Overview of Presentation Skills
0930 - 0945	Break
0945 - 1100	Characteristics of Outstanding Presentations
1100 – 1200	Creating a Framework for Success
1200 - 1230	Making a Positive Impact on Your Audience
1230 - 1245	Break
1245 - 1330	Enhancing Your Confidence as a Presenter
1330 - 1420	Exercises
1420 - 1430	Recap
1430	Lunch & End of Day One

Day 2: Tuesday, 5th November 2024

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

Day 3: Wednesday, 6th November 2024

0730 - 0930	Mind Mapping as a Presentation Design Tool
0930 - 0945	Break
0945 - 1100	Shaping the Presentation
1100 - 1200	Designing High-Impact Slides

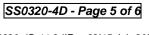






















1200 - 1230	Communicating the Main Points
1230 - 1245	Break
1245 - 1300	Preparing to Present with Confidence
1300 - 1330	Developing Own Unique - Professional Speaking Style
1330 - 1400	Projecting Power & Conviction in Voice
1400 - 1420	Applying high-Retention Techniques in your Presentation
1420 - 1430	Recap
1430	Lunch & End of Day Three

Thursday 7th November 2024 Day 4.

Thursday, 7" November 2024
Making Your Message "Stick"
Techniques to Recover from Mistakes
Break
Adding Interactivity to Your Presentations
Audience - Centered Delivery
Building Rapport with Audience
Managing Different Audience
Energizing Presentations with Questions
Break
Handling Audience Interaction
Simple Techniques to Persuade Influence & Encourage Others
Exercises
Course Conclusion
POST TEST
Presentation of Course Certificates
Lunch & End of Course

Practical Sessions

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



Course Coordinator

Mari Nakintu, Tel: +971 2 30 91 714, Email: mari1@haward.org

















