

COURSE OVERVIEW SS0320 **Effective Presentation Skills**

Course Title

Effective Presentation Skills

Course Date/Venue

January 26-30, 2025/Fujairah Meeting Room, The Tower Plaza Hotel, Dubai, UAE

Course Reference

SS0320

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



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 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.

Course Fee

US\$ 5,500 per Delegate + **VAT**. 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:-

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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.

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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 **3.0 CEUs** (Continuing Education Units) or **30 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.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

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



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:



Dr. Chris Le Roux, PhD, MSc, BSc, PMI-PMP, PMI-CAPM is a **Senior Project & Management Consultant** with over **45 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **Project & Contracts Management Skills, Project & Construction Management, Project Planning, Scheduling & Control, Project Management, Project Delivery & Governance Framework, Project Management Practices, Project Management Disciplines, Project Risk Management, Risk Identification Tools & Techniques, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Integration Management, Project Management Plan, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Quality Assurance, Project Human Resource Management, Project Communications Management, Contract Management, Tender Development, Contract Standards & Laws, Dispute Resolution & Risk Identification, Myers-Briggs Type Indicator (MBTI), Organization Development Consultation, Advanced Debriefing of Emotional Trauma, Interpersonal Motivation, Model Based Interviewing, Leadership Orientation Programme, Coaching & Motivation, Creative Thinking & Problem-Solving Techniques, Emotional Intelligence, Presentation Skills, Communication & Interpersonal Skills, Effective Communication & Influencing Skills, Effective Business Writing Skills, Writing Business Documents, Business Writing (Memo & Report Writing), Leadership & Team Building, Psychology of Leadership, Interpersonal Skills & Teamwork, Coaching & Mentoring, Innovation & Creativity, Office Management & Administration Skills, Controlling Your Time & Managing Stress, Crisis Management, Strategic Human Resources Management, Change Management, Negotiation Skills, Strategic Planning, Risk Analysis & Risk Management, Global Diverse & Virtual Teams Operation, Exceeding Customer Expectations, Corporate Governance Best Practice, Business Performance Management & Improvement, Building Environment of Trust & Commitment, Win-Win Negotiation Strategies, Quality Improvement & Resource Optimization, Neuro Linguistic Programming (NLP), Personal Resilience Developing, Effective Role Modelling & Development, Managing Dynamic Work Environments, Organizational Development, Career Management, Situation & Behaviour Analysis, Interpersonal Motivation Skills, Inventory Management and Financial Administration. Further, he is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis. He was the **Psychologist & Project Manager** wherein he was responsible in the project management and private psychology practices.**

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director, Medico Legal Assessor Psychologist, Training & Development General Manager, Project Manager, Account Manager, Commercial Sales Manager, Manager, Sales Engineer, Project Specialist, Psychology Practitioner, Senior HR Consultant, Senior Lecturer, Senior Consultant/Trainer, Business Consultant, Assistant Chief Education Specialist, ASI Coordinator, Part-time Lecturer/Trainer, PMP & Scrum Trainer, Assessor & Moderator, Team Leader, Departmental Head, Technical Instructor/Qualifying Technician, Apprentice Electrician: Signals and Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD in Commerce Major in Leadership in Performance & Change**, a **Master's degree in Human Resource Management**, a **Bachelor's degree (with Honours) in Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional (PMI-PMP)**, a **Certified Associate in Project Management (PMI-CAPM)**, a **Certified Scrum Master Trainer** by the VMEdu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator, Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

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: Sunday, 26th of January 2025

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 - 1230	Creating a Framework for Success
1230 - 1245	Break
1245 - 1420	Exercises
1420 - 1430	Recap
1430	Lunch & End of Day One

Day 2: Monday, 27th of January 2025

0730 - 0930	Making a Positive Impact on Your Audience
0930 - 0945	Break
0945 - 1100	Enhancing Your Confidence as a Presenter
1100 - 1230	Developing Key Presentation Skills
1230 - 1245	Break
1245 - 1420	Attention-Getting Openings & Compelling Closings
1420 - 1430	Recap
1430	Lunch & End of Day Two

Day 3: Tuesday, 28th of January 2025

0730 - 0930	Improving Your Personal Presentation Tools
0930 - 0945	Break
0945 - 1100	Building an Effective Presentation
1100 - 1230	Communication Models
1230 - 1245	Break
1245 - 1345	The Construction & Design Process
1345 - 1420	Mind Mapping as a Presentation Design Tool
1420 - 1430	Recap
1430	Lunch & End of Day Three

Day 4: Wednesday, 29th of January 2025

0730 - 0930	Shaping the Presentation
0930 - 0945	Break
0945 - 1100	Designing High-Impact Slides
1100 - 1230	Communicating the Main Points
1230 - 1245	Break
1245 - 1345	Preparing to Present with Confidence
1345 - 1420	Applying high-Retention Techniques in your Presentation
1420 - 1430	Recap
1430	Lunch & End of Day Four

Day 5: Thursday, 30th of January 2025

0730 - 0930	<i>Making Your Message "Stick"</i>
0930 - 0945	<i>Break</i>
0945 - 1030	<i>Adding Interactivity to Your Presentations</i>
1030 - 1130	<i>Audience - Centered Delivery</i>
1130 - 1230	<i>Energizing Presentations with Questions</i>
1230 - 1245	<i>Break</i>
1245 - 1315	<i>Handling Audience Interaction</i>
1315 - 1345	<i>Exercises</i>
1345 - 1400	<i>Course Conclusion</i>
1400 - 1415	POST TEST
1415 - 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & 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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