

COURSE OVERVIEW SS0320 Presentation Skills

Course Title

Presentation Skills

Course Date/Venue

Session 1: April 27-May 01, 2025/Meeting Plus 8,
City Centre Rotana Doha Hotel, Doha,
Qatar

Session 2: September 28-October 02, 2025/Meeting
Plus 8, City Centre Rotana Doha Hotel,
Doha, Qatar



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\$ 6,000 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:-

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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.

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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:



Dr. Carl Jansen, PhD, MSc, Bed, BA, B-Tech, is a Senior Management Consultant with over 30 years of extensive experience in Leadership & Team Building, Interpersonal Skills & Teamwork, Coaching & Mentoring, Innovation & Creativity, Creative Thinking & Problem-Solving Techniques, Emotional Intelligence, Presentation Skills, Public Speaking, Communication & Interpersonal Skills, Effective Communication & Influencing Skills, Effective Business Writing Skills, Business Ethics & Etiquette,

Conflict Management, Change Management, Negotiation Skills, Office Management & Administration Skills, Time & Stress Management, Crisis Management, Organizational Development, Strategic Human Resources Management, Performance Assessment & Appraisal, Talent Management, Career Development & Succession Planning, Planning & Organizing Skills, Designing a Training Plan, Competency Management, Training Needs Analysis (TNA), Resource Optimization, Job Evaluation & Analysis, Statistical Quality Improvement, Total Quality Management, Strategic Business & Marketing Plan Development, Marketing Management, Financial Management, Sales & Operations Management, Budgeting Skills, Economic Engineering, Investment & Economic Analysis, Project Management, Project Leadership, Logistics Operations, Strategic Transport Planning, Transport System, Fleet Planning, Routing & Scheduling, Transport Cost Concepts & Elements, Costing Vehicles & Trips, Tariff Fixing, Supply Chain & Operations Management, Logistics & Production Planning and Cost Reduction Techniques.

During his career life, Dr. Jansen has gained his practical and field experience through his various significant positions and dedication as the **Commercial Director, Campus Director & North/South Region Lead, General Manager, Capacity Development Manager, Marketing Manager, Portfolio Marketing Manager, Area Manager, Operations Manager Turbulator, Executive Technologist, Technician & Senior Lecturer, Academic Coordinator, New Business Development Consultant and Lead Researcher** for the University of the Western Cape, Pearson Institute of Higher Education, CTI Education Group, Pretoria/Cape Town/Potchefstroom Campus, HUAWEI, CentraTel, GlenYare, Telkom and Bethlehem Technologies Lesotho (BTL).

Dr. Jansen is a **Registered Professional Engineering Technologist** and has a **PhD in Leadership**, an **MBA** degree, a **BEd Hons** degree in **Education Management**, a **BA** degree major in **Economics and Psychology** and a **B-Tech** degree in **Telecommunications**. Further, he is a **Certified Instructor/Trainer**, a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership and Management (ILM)** and a member of the **Engineering Council of South Africa** and has delivered numerous trainings, courses, workshops, seminars and conferences internationally.

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

0800 – 0830	<i>Registration & Coffee</i>
0830 – 0845	<i>Welcome & Introduction</i>
0845 – 0900	PRE-TEST
0900 – 0930	Introduction & Overview of Presentation Skills
0930 – 0945	<i>Break</i>
0945 – 1100	Characteristics of Outstanding Presentations
1100 – 1230	Creating a Framework for Success
1230 – 1245	<i>Break</i>
1245 – 1420	Exercises
1420 – 1430	Recap
1430	<i>Lunch & End of Day One</i>

Day 2

0800 – 0930	Making a Positive Impact on Your Audience
0930 – 0945	<i>Break</i>
0945 – 1100	Enhancing Your Confidence as a Presenter
1100 – 1230	Developing Key Presentation Skills
1230 – 1245	<i>Break</i>
1245 – 1420	Attention-Getting Openings & Compelling Closings
1420 – 1430	Recap
1430	<i>Lunch & End of Day Two</i>

Day 3

0800 – 0930	Improving Your Personal Presentation Tools
0930 – 0945	<i>Break</i>
0945 – 1100	Building an Effective Presentation
1100 – 1230	Communication Models
1230 – 1245	<i>Break</i>
1245 – 1345	The Construction & Design Process
1345 – 1420	Mind Mapping as a Presentation Design Tool
1420 – 1430	Recap
1430	<i>Lunch & End of Day Three</i>

Day 4

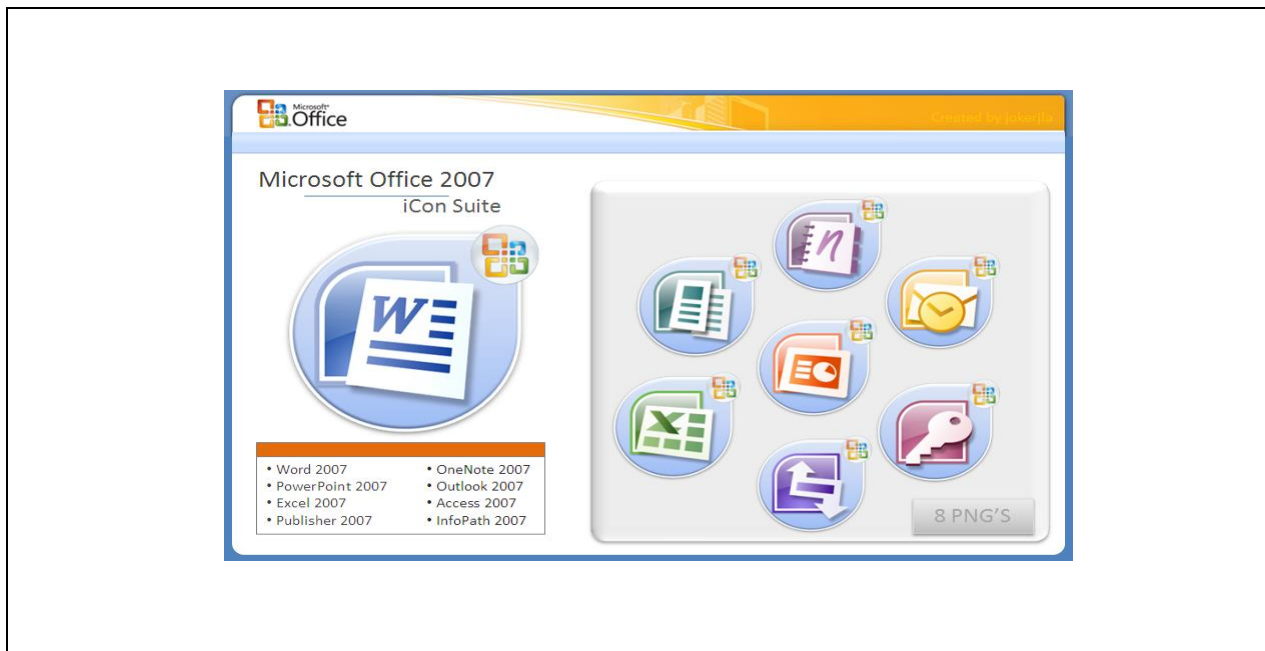
0800 – 0930	<i>Shaping the Presentation</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<i>Designing High-Impact Slides</i>
1100 – 1230	<i>Communicating the Main Points</i>
1230 – 1245	<i>Break</i>
1245 – 1345	<i>Preparing to Present with Confidence</i>
1345 – 1420	<i>Applying high-Retention Techniques in your Presentation</i>
1420 – 1430	<i>Recap</i>
1430	<i>Lunch & End of Day Four</i>

Day 5

0800 – 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

Reem Dergham, Tel: +974 4423 1327, Email: reem@haward.org