

# Strategies For Developing Effective Presentation Skills

Presentation Skills

OSALP 2009 Open Enrolment Course



Transform yourself from inexperienced speaker to skilled presenter!

**OSALP International** professional training courses combine the latest tools, techniques, market research, case studies and dynamic ways of thinking, delivered by experienced trainers to ensure the skills and knowledge acquired are directly applicable to your organization.

- ◆ **Research** Latest concepts, tools, techniques, tried and tested methods
- ◆ **Trainers** Highest standard of dynamic trainers with cross-industry experience
- ◆ **Applicability** Training relevant to your needs and your workplace
- ◆ **Interactive** Just the right number of participants with group exercises, role-plays and feedback
- ◆ **Action** Planning, implementation and follow-up
- ◆ **Documentation** Comprehensive supporting notes and further reading material

# Strategies for Developing Effective Presentation Skills: 1 day course

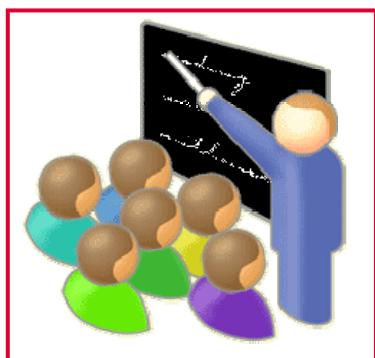
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At this one-day seminar, you'll learn how to present your ideas with conviction, control and poise—and without fear. You'll gain the specific skills and direction you need to become comfortable with your own presentation style. And you'll receive expert advice on how to handle especially challenging situations. Most important, you'll gain presentation skills by making actual presentations.

## The Course

The course covers some of the following topics below:

- ◆ Practice nonverbal impact skills to reduce nervousness and to engage the attention of your listeners
- ◆ Make the contents clearer and more memorable
- ◆ Create an audience profile and set presentation parameters
- ◆ Condense a speech outline into notes you can speak from
- ◆ Learn the benefits of rehearsing, adhering to a time frame and speaking from notes
- ◆ Reduce stress and speaker's anxiety
- ◆ Describe the purpose of visual aids and support materials



## What will you Learn?

At the end of the workshop, you will be able to:

- ◆ Tailor your presentation to your audience
- ◆ Use relaxation techniques to overcome nervousness
- ◆ Learn how to project your voice and use pauses to dramatize your point
- ◆ Expertly handle difficult questions and situations
- ◆ Communicate with clarity and conviction
- ◆ Respond professionally to questions from the audience
- ◆ Describe the advantages and disadvantages of different room setups
- ◆ Be able to anticipate, avoid and handle equipment problems



**1-DAY**  
SEMINAR

## Who Should Attend

- ◆ This course is recommended for anyone who needs to give presentations, speak in front of groups or sell ideas to others desires to improve her/his skills and effectiveness

## Registration

Please contact **Sara Kalsoom**,  
Facilitator Corporate Services with participants' details:

- ◆ Email: [sara@osalp.com.pk](mailto:sara@osalp.com.pk)
- ◆ Phone: 042-660 1495, 042-6610391 -5
- ◆ Mobile: 0300-5500690
- ◆ Fax: 042-6610396

## Date 2009

- ◆ 31st Jan Thu Lahore

## Course Fee

- ◆ **Course fee = Rupees 10,000/Person**
- ◆ Course fee is inclusive of Training Booklets, Lunches, Teas and Training Certificates
- ◆ We offer group package rates for more than 2 participants from the same organization

## This Training In your Company

If you have a number of delegates with similar training needs, OSALP International also offers cost-effective in-house or on-site training solutions. The course can be tailor-made to suit your specific needs.