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Presentation Skills



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Presentation Skills

“Simplicity is the ultimate sophistication.” - Leonardo da Vinci

In this “Presentation Generation” what we say and how we present our thoughts, ideas, perspectives to others impact the way we succeed in our goals. Presentation is a core process of face to face communication. A look back can demonstrate how in the earlier generations presentation was a craft of a few has now transformed into a learnable activity. There are several tools that make our presentation impactful and win the hearts and minds of our audience. Our training focuses on three core processes of Presentation Skills and they are: 1. Prepare, 2. Practice & 3. Present.

Aims & Objectives:

Prepare

- To orient participants on how to set the “Goals of the Presentation”
- To make participants understand who is the audience, what is being unveiled, why would the audience consider it useful and how the presentation can be made interesting?
- Know the importance of Content Management: preparing a powerful script for your presentation, getting the flow right, FAQs, caselets for handling difficult and different situations, timing the presentation
- Know the physical arrangements & logistics: lay-out of the venue, AV equipment, knowing the stage, travel planning, etc

Practice

- This will start with an activity where participants will present their topics. It will be video recorded to provide feedback on participants performance
- To sensitise participants on how “I can do it attitude” helps
- To analyse the participants body language to help them practise their style

- Know the importance of voice modulation: quick ways to improve, do's and don'ts
- Know the communication preference style: How to maximise?

Present

- To make participants understand that Belief is Power: "practice makes you perfect"
- To make participants learn what never fails them: a great "Opening," solid "Message" and a powerful "Closing"
- How to use Emotional Intelligence: Tactical strategies to overcome common fears, stage fright, self expression, self confidence
- Using Selling basics to power pack the presentations
- Action planning and closure

Workplace Outcomes:

- Participants will prepare meaningful and impactful presentations
- They will practice to improve the impact of the presentation
- They will succeed in their goals of making effective presentations
- Organisation will benefit from goal directed presentations that adds to its brand value

Methodology

- Interactive lecture sessions, power point presentation, Role-plays, simulation games, group activities.

Participants: All Employees