



**Present & Win™ Business Presentation Skills Programme**

This is a 3-day intensive programme for working adults, including executives and managers who require improving their business presentation and communication skills.

**Course Objective**

This programme is built on the *Dare To Speak™* Public Speaking Programme. Participants will first of all acquire basic presentation skills required for making business presentations. After that, participants will learn to use PowerPoint effectively, which is an essential skill in today’s corporate environment. Finally, participants will learn to deliver a sales presentation the principles of which can be applied to selling a product or promoting a business more generally. At the end of the programme, participants will be able to deliver professional and effective business presentations confidently and persuasively.

**Course Methodology**

This programme employs adult learning techniques which include active learning strategies to facilitate understanding and retention. Participants will spend 80% of the time in individual or group activities which allow them to learn, develop and practise presentation skills. A workbook is used to facilitate the programme and additional notes will be handed out where necessary. The number of participants is limited to 15 to ensure personal attention for each participant.

**Course Syllabus**

<p><i>Module 1</i> <b>Introduction to Business Presentations</b> – the importance of effective presentation skills, a glimpse of great presentations</p>	<p><i>Module 2</i> <b>Self-assessment</b> – where am I now and where do I want to be?</p>
<p><i>Module 3</i> <b>Overcoming Nervousness &amp; Avoiding Speech Crutches</b> - first presentation project</p>	<p><i>Module 4</i> <b>Speech Organization</b> – introduction, body &amp; conclusion, logic &amp; sequencing</p>
<p><i>Module 5</i> <b>Body Language</b> – hand gestures, stance, facial expression, eye contact</p>	<p><i>Module 6</i> <b>Vocal Variety</b> – speaking rate &amp; volume, pauses</p>
<p><i>Module 7</i> <b>Pronunciation Skills</b> – commonly mispronounced words in English, short cuts to sounding better immediately</p>	<p><i>Module 8</i> <b>The Sales Presentation</b> – statement of problem, selling the solution, features vs benefits, closing the sale</p>
<p><i>Module 9</i> <b>Using PowerPoint Effectively</b> – crafting effective slides and delivering powerfully</p>	<p><i>Module 10</i> <b>Further Steps</b> – self-assessment again, comparison with earlier results, what to do next to become even better</p>

## Course Timetable

Time	1 <sup>st</sup> Day	2 <sup>nd</sup> Day	3 <sup>rd</sup> Day
9.00-10.45 a.m.	Introduction to Business Presentations (M1) Self-assessment (M2)	Vocal Variety (M6) Individual Practice	Using PowerPoint Effectively (M9) Individual Practice
10.45-11.00 a.m.	<i>Tea Break</i>		
11.00 a.m.- 12.45 p.m.	Overcoming Nervousness & Avoiding Speech Crutches (M3) Individual Practice	Pronunciation Skills (M7) Individual Practice	Using PowerPoint Effectively (M9) Individual Practice
12.45-1.45 p.m.	<i>Lunch</i>		
1.45-3.15 p.m.	Speech Organization (M4) Individual Practice	Group Activity – apply all skills	The High Impact Presentation – final presentation, apply all skills
3.15-3.30 p.m.	<i>Tea Break</i>		
3.30-5.00 p.m.	Body Language (M5) Individual Practice	The Sales Presentation (M8) Home Assignment for PowerPoint Presentation	Further Steps (M10)

## Course Requisites

Participants need to bring their own notebook computer and thumbdrive on the final day.

Note: Participants are assumed to be familiar with the PowerPoint software. This course does not teach participants how to operate the software.

We are also able to tailor the *Present & Win*<sup>TM</sup> programme to the specific needs of your organization. Please contact our training consultant for an appointment.

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