



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Presentation Skills (Fourth Edition)

Course Number: AXO84–141

Days: Self–study

Prerequisites: None

Description: Anyone can learn how to give an effective, engaging presentation. Here's the secret; it doesn't come naturally to anyone. Overcoming anxiety, developing confidence, speaking clearly and creating excitement are skills that everyone needs to strengthen. The keys to success are adopting the proper technique and then practicing constantly to perfect what you've learned.

Topic-Level Outline

Part 1: Assessing Your Skills

- Evaluating Yourself
- Dealing with Anxiety
- Tips for Reducing Anxiety
- Turning Your Assessment into a Plan

Part 2: Planning Your Presentation

- Clarifying Your Strategy
- Six Steps to Planning Your Presentation
- Some Thoughts on Using Handouts
- Preparing For Your Next Presentation

Part 3: Using Slides and Other Visual Aids

- Using Slides and Visual Aids Effectively
- Designing Your Slides
- Use Your Slides—Don't Let Them Use You
- Part Summary

Part 4: Preparing for Your Presentation

- Personal Appearance
- Controlling the Presentation Environment
- When You Can't Practice—Successful
- Impromptu Speaking
- Part Summary

TOC Continue...

Part 5: Delivering Your Presentation with Energy and Composure

Engaging Your Audience

Putting Energy to Work

Maintaining Composure

Question–and–Answer Techniques

Dealing with Hostile Questions

Part Summary

Appendix

Appendix to Part 3

Additional Reading

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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