

Presentation Skills Training

Course Duration: 08 Hours

Course Code: PST

1. Course Overview

Presentation Skills Training is designed to help professionals communicate ideas effectively, confidently, and persuasively. This course focuses on improving verbal and non-verbal communication, structuring impactful presentations, and engaging audiences across corporate and public settings. Participants will gain practical skills through real-time practice, feedback, and interactive sessions.

2. What You'll Learn

- How to structure a powerful presentation
- Techniques to overcome stage fear and build confidence
- Effective use of body language and voice modulation
- Creating visually appealing slides (PPT design basics)
- Storytelling techniques for better engagement
- Handling Q&A sessions professionally
- Delivering presentations in meetings, webinars, and conferences

3. Target Audience

- Working professionals
- Sales & marketing executives
- Team leaders and managers
- Trainers and educators
- Job seekers and fresh graduates
- Entrepreneurs and business owners

4. Pre-Requisites

- Basic understanding of communication (no advanced skills required)
- Willingness to practice and participate in activities
- Basic knowledge of using presentation tools like PowerPoint (optional)

5. Course Content

Module 1: Introduction to Presentation Skills

- Importance of presentation skills in career growth
- Types of presentations

Module 2: Planning Your Presentation

- Audience analysis
- Structuring content (Introduction, Body, Conclusion)

Module 3: Designing Effective Slides

- Visual hierarchy and design principles
- Use of images, charts, and minimal text

Module 4: Communication Techniques

- Voice modulation and tone
- Body language and gestures

Module 5: Public Speaking & Confidence Building

- Overcoming fear and nervousness
- Practice sessions with feedback

Module 6: Advanced Presentation Skills

- Storytelling techniques
- Persuasive communication

Module 7: Handling Questions & Audience Interaction

- Managing Q&A sessions
- Dealing with difficult questions

Module 8: Final Presentation & Assessment

- Live presentation by participants
- Trainer feedback and improvement plan

