



Effective Presentation Skills

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Learn how to captivate your audience, present your ideas with passion and manage your own stress.

Highlights

- Your presentations will be recorded for playback and review.
- Track your personal progress throughout the programme by seeing what your audience see.
- Get instant feedback, advice and tips.

Key Competences

- Presentation skills
- Developing your content
- Balancing verbal & non-verbal
- Relaxation techniques to manage presentation stress
- Handling questions



The Right Programme for You

You do not have a lot of experience of presenting in public, and you want to be able to speak in front of groups, pitch ideas to colleagues or management and manage your own stress levels.

Managers

Business Professionals

Learn, Practice and Use

- **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
- **Gain** confidence in your presentation skills
- **Manage** different room setups for different occasions
- **Anticipate** and avoid equipment problems
- **Condense** a speech outline into notes you can speak from
- **Make** your content clearer and more memorable
- **Share** your knowledge and challenges with your peers and MCE's highly experienced faculty

Practical Information

Face-to-Face



3 days
€2,495

PMI Certified

The programme is certified by the Project Management Institute® (PMI).
More information at mce.eu/pmi

Available In-Company

The programme is available as an In-Company solution for your teams.
More information at mce.eu/inco

Programme Modules

1

Balancing Verbal and Nonverbal Messages

- Practice nonverbal impact skills to reduce nervousness and to engage the attention of your listeners
- Make your content clearer and more memorable

2

Developing and Organizing Presentation Content

- Create an audience profile and set presentation parameters
- Condense a speech outline into notes you can speak from

3

Preparing to Give the Presentation

- Get expert presentation tips on rehearsing, adhering to a time frame and speaking from notes
- Reduce stress and speaker's anxiety

4

Using Visual Aids and Support Materials

- Describe the purpose of visual aids and support materials
- Identify tips for effective composition of visual content and speaker aids

5

Handling Questions from the Audience

- Explain the importance of the question-and-answer session
- Respond professionally to questions from the audience

6

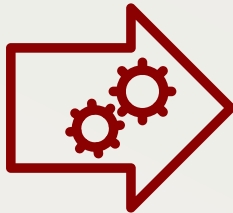
Managing the Presentation Environment

- Describe the advantages and disadvantages of different room setups
- Be able to anticipate, avoid and handle equipment problems



Learn

the key business skills and knowledge you need for your management role today and tomorrow



Practice

the skills you learn and get feedback, recommendations and coaching



Use

what you learn and practise as soon as you get back to your office

For more information please contact:



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Visit mce.eu

