

COMMUNICATION & PRESENTATION SKILLS

Effective Presentation Skills

MCE Management Centre Europe®

www.mce.eu

Effective Presentation Skills

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



Accredited by the Project Management Institute® (PMI). **mce.eu/pmi**

Ideal for

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.

- Business Professionals
- Managers

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

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

Practical Information

FACE-TO-FACE

3 days

€2,495

SCAN HERE

FULL OUTLINE, DATES & LOCATIONS →

AVAILABLE IN-COMPANY

This programme is available as an in-company solution for your teams. **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

MCE is your reliable partner for continuous success with agile people development solutions.

10,000,000

participants on AMA & MCE programmes in the last 10 years

92%

of Fortune 1,000 companies are our business partners

96%

of participants report they are using what they have learnt at AMA & MCE

1,000+

expert facilitators globally

100+

Open Training Programmes running throughout EMEA

100+

year's experience working with our clients around the globe

AVAILABLE IN-COMPANY

Train your whole team together

This programme is also available as an in-company solution, adapted to your organisation and run for your teams.

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FOR MORE INFORMATION, PLEASE CONTACT

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