# simple & effective

**presentation skills**

To have understanding & knowledge, and to be able to communicate the same effectively to the others, are entirely different. However it is imperative to the success of the organisation.

Presentations are one of the most popular & most effective tools that can convey essential information to a large audience but it may also lead to wasted time and effort if not utilized rightly.

## Contents

The Basics
- Use of Verbal / Non- verbal communication
- Knowing the target audience

Preparing the Presentation
- Giving structure to thoughts
- Flow of data / key points
- Effectively using MS powerpoint

Delivery and Impact
- Connecting with the audience
- Confidence and Eye Contact
- Voice modulation / Use of body language
- Visual Enhancers

Total Effectiveness & Impact
- Focus on objective
- Purposeful presentation
- Receiving feedback

## Take Away

following this training workshop, the participants will be able to confidently prepare and present their ideas/ material/ reports to the concerned persons.

To benefit from this training workshop as an organization or, an individual or, a group, please contact us.

## Objectives

Learn to Connect with the audience

Learn to prepare the presentation

Good delivery and impact

### Who should attend?

Middle level, Senior level

### What is the duration?

1 day, 2 days, 3 days, 3 ½ days

choose duration

### Interaction language

English, Hindi/ English

### Methodology

Multimedia Presentation

Lecture

Facilitated Discussion

Group exercise

Individual exercise

Study material

Anecdotes

Mock sessions

Role plays

Role modelling

Q & A

Contact: info@incrove.com; 91-120-4119401