



## Administration and Secretarial



**SCANDINAVIAN ACADEMY**  
Training and Development



# Course: Effective Presentation Skills

Code	City	hotel	Start	End	price	Hours
265	Kuala Lumpur (Malaysia)	Hotel Meeting Room	2024-06-24	2024-06-28	4450 €	25

## Course Description:

This five-day course concentrates on all the skills needed to plan, write and deliver an effective presentation, as well as visual aids and speaker notes. The course includes a number of practical exercises and two opportunities to deliver a presentation to the group, in order to gain a higher level of confidence, knowledge and skill regarding presentation.

## Course Goal

To enhance the participant's knowledge, Abilities and Skills necessary to be effective when making presentations

## Course Objectives

By the end of the workshop the participant will be able to:

- Deliver a message that is both clear and appropriate to any audience
- Use stories and analogies to make technical information familiar and relevant
- Use body language and nonverbal messages to add variety and clarity to presentations
- Translate technical jargon into nontechnical language any audience can understand
- Practice actual presentations

## Course Outline:

- Introduction
- The Presentations!
- The Art of Presenting
- Structuring your presentation
- Create a powerful start and finish
- The Power of Body Language and Voice
- Review of Day 1 and preparation for Day 2
- Introduction to the presentation appraisal sheet.
- The 2nd Presentations!
- Using effective questioning and answer techniques
- Internal Representational Systems



- Techniques and strategies to communicate effectively with people with different systems
- Action planning & putting into practice

## Who Can Benefit

Individuals with little or no experience in delivering presentations



**The Scandinavian Academy employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:**

- **Theoretical Lectures:**
  - We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.
- **Scientific Assessment:**
  - We evaluate trainees skills before and after the course to ensure their progress.
- **Brainstorming and Interaction:**
  - We encourage active participation through brainstorming sessions and applying concepts through role play.
- **Practical Cases:**
  - We provide practical cases that align with the scientific content and the participants specific needs.
- **Examinations:**
  - Tests are conducted at the end of the program to assess knowledge retention.
- **Educational Materials:**
  - We provide both printed and digital scientific and practical materials to participants.
- **Attendance and Final Result Reports:**
  - We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.
- **Professionals and Experts:**
  - The programs scientific content is prepared by the best professors and trainers in various fields.
- **Professional Completion Certificate:**
  - Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.
- **Program Timings:**
  - Training programs are held from 10:00 AM to 2:00 PM and include buffet sessions for light meals during lectures.