

**Presentation Skill Workshop**

" If you don't know what you want to achieve in your presentation your audience never will." - Harvey Diamond.



Presentation Skill Workshop

Duration: 1 Day

No of Participants: 25-30 Pax

Timing: 9:30 A.M- 5:30 P.M

Target Audience

* Individual Contributors
* Supervisors
* Early Team Managers
* Employees of any department

Workshop Objectives

* Attitude to be a world class Presenter
* Knowing the Basics of presentation
* Understanding the target audience
* Anatomy of a successful presentation
* Pre-Presentation Preparation
* Presentation demo



Workshop Outline

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| **Sr. No.** | **Time** | **Topic** |
| 1 | 9:30-10:15 AM | **What’s In It for Me**   * Workshop Intro & Agenda * Ground Rules * Icebreaker * Facilitator Intro * Participant Intro & Expectations (Pre Training Presentation) |
| 2 | 10:15- 10:30 AM | **Pre-Training Assessment** |
| 3 | 10:30- 11:15 AM | **Understanding Presentation Skills**   * Presentation Skills- What is it * Benefits of the same-Self & Organisation. * Some facts about the presentation skills * Myths Vs Facts of Presentations * Challenges faced in making world class Presentations * Anatomy of a successful presentation (Content, Design & Delivery) |
| 4 | 11:15 – 11:30 AM | **First Tea Break** |
| 5 | 11:30 – 12:15 PM | **Pre-Presentation Preparation- Content**   * Importance of preparation * Cornerstone of effective Presentation (5 W’s & H) * Whom & Where to present * Why & What to present * How to present |
| 6 | 12:15 – 1:15 PM | **Presentation Structure-Design**   * Structure of Presentation * Use of Presentation tools * Structure, Outline, Fonts, Design, Bullets, sound, Hyperlink, charts, graphs etc. * Working with Visual Aids ( Flipcharts, Videos, Whiteboards)Facial Expression |
| 7 | 1:15 – 2:00 PM | **Lunch Break** |
| 8 | 2:00 – 2:15 PM | **Energiser** |
| 9 | 2:15 – 3:15 PM | **Presentation Delivery**   * Body Language (Posture, Movement, Eye Contact, Facial Expression) * Vocal (tone, pitch, modulation) * Engaging Audience * 1 to 1 and 1 to many presentations |
| 9 | 3:15 – 4:15 PM | **Presentation demo**  Participant’s time to present themselves for few minutes on a topic followed by the feedback **(Though it wont be possible to cover all participants but try Covering as many participants as possible)** |
| 10 | 4:15 – 4:30 PM | **Second Tea Break** |
| 11 | 4:30 – 4:45 PM | **Recap of the Day** |
| 12 | 4:45 – 5:00 PM | **Post Training Assessment** |
| 13 | 5:00 – 5:30 PM | **Closing**   * Feedback forms * Q& A (If any) * Closing Video (If any) * Group Photo |

\*This Workshop outline is based on the industry best practices and will be customised after discussion with the client. \*