
Presentation Skills

Welcome to the Presentation Skills Workshop! This program can benefit anyone who presents; a trainer, a meeting facilitator, speaker or seminar discussion leader.

Modules

- Creating the Program
 - Performing a Needs Analysis
 - Prepare an outline
 - Researching, Writing and Editing
- Select presentation delivery methods
- Verbal Communication Skills
 - Listening and Hearing
 - Asking questions
 - Communicating with Power
- Non-verbal communication skills
 - Body Language
- Knock down nervousness
- Develop and use flip charts with color
- Create targeted PowerPoint presentations
- Utilize white boarding for reinforcement
- Vibrant video and amazing audio
- Pumping it Up a Notch
 - Make them laugh a little
 - Encouraging Discussion
 - Dealing with Questions

Learning Outcomes

The Presentation Skills Workshop will help the participants to become more efficient and proficient with the skills of providing information to others.



IBBM Enterprise Centre
Vanama Crescent, P.O. Box 1721,
Port Moresby, NCD
Phone: (675) 321 5018
Fax: (675) 321 5017
Email: customerservice@ibbm.com.pg



2 Day Workshop

Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Wrapping up

- Activities
 - Words from the Wise
 - Review of Parking Lot
 - Lessons Learned
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