

HUMAN SKILLS COURSE OVERVIEW

Course Category:
Improve Communication

Course Name:
Effective Presentation
Skills:

*Design and deliver
memorable
presentations*



COURSE DURATION: 2 Days

Gauteng

3rd Floor, 34 Whiteley Road,
Melrose Arch
Johannesburg
2196

Gauteng

192 on Bram
192 Bram Fischer Drive
Ferndale, Randburg
Johannesburg
2160

Cape Town

1st floor, TBE, 3 Bridgeway,
Bridgeway Precinct,
Century City,
7411

Durban

9 Mountview Close
Broadlands
Mount Edgecombe
Durban
4302

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COURSE OVERVIEW

This course aims to equip participants with the essential skills needed to create and deliver compelling and memorable presentations. Participants will learn to design visually appealing presentation materials, engage with the audience effectively, and deliver their message with confidence and clarity.

COURSE OBJECTIVES

By the end of this course, you will be able to:

1. Understand the key elements of a successful presentation.
2. Implement a structured approach to creating compelling messaging.
3. Learn how to design visually appealing and impactful slides.
4. Develop skills in delivering presentations confidently and engagingly.
5. Master techniques for handling questions and interacting with the audience.

COURSE OUTLINE

Module 1: Introduction to High-Impact Presentation Skills

- The top 10 criteria for success
- The three stages behind exceptional presentations
- Make a good impression
- Guiding principles for high-impact presentations

Module 2: Plan Your Presentation

- The five steps to planning
- Structure your message
- The 4MAT System
- The benefits of this audience-focused model

Module 3: Design Your Presentation

- Do a storyboard – Know what you want to share
- Write a script – Use a structured approach to building your message
- Things to consider when designing audio-visual components

Module 4: Prepare Yourself for the Presentation

- Warm up your mind, body, and voice
- How to improve vocal quality
- Get control of your nerves

Module 5: Deliver Your Presentation

- How to speak with confidence
- How to use your voice effectively
- How to use body language to add to your presentation
- Effective use of eye contact
- Physical movement
- Engage and entertain

Module 6: Designing Audio / Visuals

- Cater for representative system
- Top tips for designing slide
- Top tips for presenting technical information
- Use handouts
- Avoid cognitive overload

Module 7: Deliver Your Message Virtually

- Set up your visual space
- Things to consider when presenting
- Engaging and interacting with a virtual audience

Module 8: Practical Application

- Get feedback on your presentation
- Make improvements
- How to conduct a self-assessment of your presentation

DELIVERY METHOD

Our courses have flexible delivery options:

- In-person classroom training at the Impactful training facilities in Johannesburg, Durban and Cape Town
- Virtual instructor-led training
- Nationally on-site at the client