

MMM Training Solutions  
Presentation Skills Training



Contact Details

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## Overview:

Excellent presentation skills give you a platform to demonstrate your communication skills, influencing abilities, leadership qualities and promotion potential. Our objective is to teach you the skills and techniques that will give you both the confidence and competence to enjoy making presentations in all situations.

## Benefits for Participants:

- How to project credibility in your presentation
- Recognizing essential do's and don'ts for perfect presentations
- Keeping audience attention throughout the presentation
- How to deliver powerful beginnings and endings
- How to structure your presentation to deliver your key messages
- How to recognize and maximize your presentation strengths
- How to deal with pressure and nerves
- The importance of voice projection to create impact
- Develop powerful body language
- How to handle difficult questions from difficult audiences
- How to design and use visual aids to support your message

## Training Topics:

The Presentation Skills training program will cover 5 important elements of conducting effective business presentations.

- Preparation
- Design
- Delivery
- Persuasion
- Logistics



➤ Preparation

- Understanding the importance of preparation before presentations
- Understanding the objective of the presentation
- Analyzing and understanding the audience
- Understanding time constraints and scheduling the presentation

➤ Design

- Using an effective title
- Determining the message
- Crafting the storyline
- Building a presentation storyboard
- Writing the introduction
- Planning the ending
- Making the most of your visuals - pictures and graphs
- Using animation

➤ Delivery

- Dealing with nervousness and pressure
- Organizing material for effective delivery
- Professional image when making a presentation
- Using different presentation styles
- Using appropriate body language and voice modulation during presentations
- Handling questions during presentations



- Persuasion
  - Understanding the role of persuasion in presentations
  - Techniques of persuasion
  - Principles of powerful persuasion
  
- Logistics
  - Equipment needs
  - Contingency planning

**Who Should Attend:**

- Anyone for whom making presentations is one of their job responsibilities.

**Training Hours:**

The duration of the training program will be 16 hours

**Training Methodology:**

Our training is carried out in a risk free environment which encourages trainees to practice the skills that are taught. We use a number of training methods including simulations, video recording with feedback and group exercises to enhance the learning process.

- PowerPoint Presentation
- Role Plays
- Games and Group Activities



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### **Resources Required:**

- MMM Training Solutions will conduct the training.
- Maximum number of participants to a class will be 15.
- The training will be conducted at a venue organized by client.
- The following will be provided by client:
  - Handouts will be printed/photocopied
  - The LCD projector & computer with CD and DVD drive
  - Folders/files for trainees to store their information/feedback
  - Audio speakers
  - Pens and notepads for trainees