iso Learning
by Quality Associates

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Course code: H1006

Effective Presentation Skills

Because effective presentation enable effective communication, contribute to career advancement, foster leadership development, and enhance academic performance. In various spheres of working and personal life, being able to present ideas clearly and persuasively is essential for success.This course helps aspiring participants to understand how present effectively in workplace.

OBJECTIVE
- To describe the overview of communication approach.
- To explain communication system for organization management system.
- To provide understanding of the essential components of effective communication.
- To build awareness and encourage continual improvement within organization.

CONTENT
- **Session 1: Introduction**
Describe elements and characteristics of effective presentation.

- **Session 2: Terms and Definitions**
Describe relevant terms and definitions that normally use in related fields.

- **Session 3: Presentation methodology**
Provide the fundamentals of presentation. Importance of Openings and Closings in presentation.

Describe how to build subject matter and description clearly.

- **Session 4: Presentation tools and practice**
This session provides a comprehensive overview of how to develop presentation by using technology. Explain how to implement issues and improve their performance.

- **Session 5: Conclusion**
Conclude essential topics.

Exercise workshop will also be delivered in each key sessions

PREREQUISITES
None