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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Effective Presentation Skills

Code	City	hotel	Start	End	price	Language - Hours
AC-265SA	Al Khobar	Hotel Meeting	2027-05-30	2027-06-03	9950 SR	En - 25

Course Description:

This five-day course concentrates on all the skills needed to plan, write and deliver an effective presentation, as well as visual aids and speaker notes. The course includes a number of practical exercises and two opportunities to deliver a presentation to the group, in order to gain a higher level of confidence, knowledge and skill regarding presentation.

Course Goal

To enhance the participant’s knowledge, Abilities and Skills necessary to be effective when making presentations

Course Objectives

By the end of the workshop the participant will be able to:

- Deliver a message that is both clear and appropriate to any audience
- Use stories and analogies to make technical information familiar and relevant
- Use body language and nonverbal messages to add variety and clarity to presentations
- Translate technical jargon into nontechnical language any audience can understand
- Practice actual presentations

Who Can Benefit

Individuals with little or no experience in delivering presentations

Course Outline:

- Introduction
- The Presentations!
- The Art of Presenting
- Structuring your presentation
- Create a powerful start and finish
- The Power of Body Language and Voice
- Review of Day 1 and preparation for Day 2
- Introduction to the presentation appraisal sheet.
- The 2nd Presentations!
- Using effective questioning and answer techniques
- Internal Representational Systems
- Techniques and strategies to communicate effectively with people with different systems
- Action planning & putting into practice

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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