



**Training Title:**

## ***Professional Presentation Skills***

### **Introduction:**

This course is all about presenting the story of the data, using PowerPoint. You'll learn how to structure a presentation, to include insights and supporting data. You'll also learn some design principles for effective visuals and slides. You'll gain skills for client-facing communication - including public speaking, executive presence and compelling storytelling. Finally, you'll be given a client profile, a business problem, and a set of basic Excel charts, which you'll need to turn into a presentation - which you'll deliver with iterative peer feedback. Marble Arches training team provides a unique experience of training with a complementary consultation session.

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**MARBLE ARCHES Training & Events**

Tel: +6017-3370965 • WhatsApp: +6017-3370965

Email: [info@marblearches.com](mailto:info@marblearches.com) • Website: [www.marblearches.com](http://www.marblearches.com)

(Company No : 202203261259 (NS0275491-D) )



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**Course Period: 3 Days**

**Targeted Groups:**

Everyone needs to express his/her thoughts and convey them to related people. Thus, this course was design to simply fits **Everyone**.

**Course Objectives:**

This course was designed to let the participants able to:

- ✓ Analyze and summarize data
- ✓ Communicate data and information more effectively via infographics
- ✓ Design a professional presentation slides using Power Point
- ✓ Choose the proper presentation tools and probs
- ✓ Professionally present the ideas and make give the leader impression to audience.

**Course Content:**

**Unit 1: Introduction to Presentation and Preparing a Presentation**

- ✓ What is a presentation?
- ✓ The significance of presentations
- ✓ The Stage Fear
- ✓ The eight-step approach to prepare for a presentation
- ✓ Outlining and Wireframing

**Unit 2: Communication Styles**

- ✓ Maximizing your professional presence
- ✓ Communicating with confidence

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- ✓ Verbal communications
- ✓ Non-verbal communications
- ✓ Cultural Considerations in Communication
- ✓ Culture and Presentations
- ✓ Communicating with confidence
- ✓ Questioning and listening skills

## **Unit 3: Creative Effective Slides using Power Point**

- ✓ Introduction to PowerPoint
- ✓ Building contents
- ✓ Structure your storyline
- ✓ Types of logic
- ✓ Creating a storyboard in PowerPoint
- ✓ Primary elements of slide design
- ✓ Displaying data
- ✓ Finalizing your deck

## **Unit 4: Presenting the Slides**

- ✓ Pre-presentation tips
- ✓ Best tips for recording your own video
- ✓ Delivering your final presentation

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