
Presentation skill

Time Duration- 2 days

Day 1:

1. **Introduction to Presentation Skills Mastery** a. Course Overview and Objectives b. Importance of Effective Presentation Skills
2. **Understanding Your Audience** a. Identifying Audience Needs and Expectations b. Adapting the Presentation to Different Audience Types
3. **Structuring Your Presentation** a. Defining Clear Objectives b. Organizing Content for Maximum Impact
4. **Creating Engaging Openings and Closings** a. Importance of Visual Aids and Design b. Selecting and Designing Visuals for Visual Appeal
5. **Verbal and Nonverbal Communication** a. Developing a Confident Speaking Style b. Utilizing Body Language and Gestures
6. **Engaging the Audience** a. Establishing Rapport and Building Connections b. Encouraging Active Participation
7. **Managing Nervousness and Challenges** a. Strategies to Reduce Nervousness b. Handling Unexpected Situations
8. **Effective Delivery Techniques** a. Speaking with Clarity and Impact b. Using Stories and Examples for Illustration
9. **Practice and Rehearsal** a. Importance of Practice for Polished Delivery b. Rehearsing the Presentation for Fluency

Activities:

- Personality Test
- Verbal and Non-Verbal Communication Exercise
- Oral and Written Communication Exercise

Video Clips:

- Understanding Non-Verbal Communication
- Tone and Pitch

Day 2: Presentation Skill

1. Review of Day 1 and Introduction to Day 2	
	Recap of Day 1 Concepts and Learning Objectives for Day 2
2. Negotiation Skills	a. Understanding Negotiation Principles b. Strategies for Effective Negotiation
3. Quick Pitches	a. Importance and Purpose of Quick Pitches b. Crafting and Delivering Quick Pitches Effectively
4. Engaging the Audience (Continued)	a. Handling Questions and Managing Q&A Sessions b. Techniques for Maintaining Audience Engagement
5. Managing Time and Pace	a. Importance of Time Management in Presentations b. Adjusting Pace for Emphasis and Understanding
6. Practice Sessions and Feedback	a. Individual and Group Practice Sessions b. Feedback and Tips for Improvement
7. Conclusion and Next Steps	- Summary of Key Learnings and Actionable Takeaways - Next Steps for Applying Presentation Skills Mastery in Real-life Scenarios

Activities:

- Guess the Country through Emojis
- Exercise and Tips for Voice Modulation
- Guessing the Pictures Exercise

Video Clips:

- Tone and Pitch (Continued)