

Presentation Skills

Work shop Overview

Presentation and communication skills are the single most important predictor of success in business. Executives who excel at presentation and training skills are better able to articulate their objectives and make the case for new or additional resources, programs, or systems. This hands-on interactive workshop will teach you the insider's tips, techniques and strategies to enable you to present and train others like a seasoned professional. In today's fast paced world and effective way to persuade and influence people helps in being one up against the competition. This workshop also teaches you how to make effective PowerPoint presentations and use audiovisual aids. Getting rid of your inner fears, using your voice effectively and thinking on your feet are some of the outcomes of this highly effective workshop

Benefits

This workshop helps participants to:

- Effectively communicate in front of an audience.
- Understand the importance of using positive body language.
- Develop a more persuasive style of speaking
- Understand your audience
- Speak with a definite structure
- Handle Questions effectively
- Speak with passion and excitement
- Evaluate your strengths and weakness
- Make boring topics interesting
- Effectively weave stories into your presentation
- Using audio Visual aids
- Tips on making PowerPoint presentations
- Develop a personal action plan for future presentations.



Presentation Skills

Methodology

These training programs are delivered with the needs of adult learning requirements in mind. As a result these programs are highly interactive. Our instructor plays the role of learning facilitator and encourages everyone to contribute in the program.

Our training programs use presentation, student workbooks, case studies, group games and activities.

Additional support material will be made available online for all participants. This includes templates and tools to practice and implement creativity within an organization.

People N Spaces can conduct these programs at either the client location or at an off-site location depending on the customer needs and requirements.

Course Modules

- Exercises to develop group rapport
- Self perception of how others see you
- Exercises to build confidence and warm up the voice
- Using the voice effectively
- Creating a stronger presence
- Creating an immediate impression
- Awareness of the effect of body language
- Using gesture to enhance your message
- Use of eye contact to build confidence and rapport
- Structuring a presentation quickly
- Opening and ending the presentation effectively
- Maintaining a strong focus throughout the presentation delivery
- Techniques to aid audience recall
- Dealing with difficult questions
- Developing spontaneity
- Interacting with the audience
- General feedback session
- Individual evaluations by course tutor
- Importance of multimedia and graphics
- Do's and don'ts Influencing and Persuasion techniques



Presentation Skills

Day1

Introduction

- Exercises to develop group rapport
- Self perception of how others see you

Exercises to build confidence and warm up the voice

Presentation practice

- First delivery of presentation one (approx 5 mins)

Feedback on strengths and areas for improvement

Using the voice effectively

- Developing greater awareness of the voice
- Speaking more confidently

Developing a more expressive voice

Creating a stronger presence

- Creating an immediate impression
- Awareness of the effect of body language
- Using gesture to enhance your message

Use of eye contact to build confidence and rapport

Presentation practice

- Second delivery of presentation one
- Feedback through group discussion

Day2

Planning second presentation

- Structuring a presentation quickly
 - Opening and ending the presentation effectively
- Maintaining a strong focus throughout the presentation delivery

Developing greater impact

- Exercises to develop more conviction in the voice

Exercises for a more assertive delivery style

- Influencing your audience
- Building rapport with your audience
- Using language to influence your audience
- Getting your message across in 60 seconds

Techniques to aid audience recall

Dealing with questions

- Managing the question and answer session

Dealing with difficult questions

Presentation practice

- Modifying the material

Rehearsing second presentation

Developing spontaneity

- Thinking on your feet

Interacting with the audience

Presentation Practice

- Final delivery of second presentation

Evaluation through group discussion

General feedback session

Presentation Skills

Some of Organizations that People N Spaces is associated with are:



Institute of Chartered Accountants of India



Presentation Skills

Company Profile

Gnyanam, a Corporate Training and Consulting Organisation, is the brainchild of **Mr. Ramakrishnan Nagasamy**, Founding Member & CEO, has been conceptualized with an objective of empowering employees of organizations with tools for improving their personal and professional excellence, leading to improved organizational effectiveness.

Advantage GNYANAM

The client stands to benefit from the association with PNS in manifold ways:

1. We are committed to your long – term growth, and look forward to creating fruitful long-term relationships.
2. We shall be a dependable partner in your training calendar.
3. Regular refresher courses can be done at nominal cost.
4. We are capable of executing / delivering programs at short notice.

Our Vision

To empower people globally for higher learning through provision of appropriate tools.

Background of the Promoters



Ramakrishnan Nagasamy (Ram) is a world class Corporate Trainer and has received the Top Trainer Award many a time from Corporate Employers. His areas of training expertise include soft skills like Time Management, Project Management, Stress Management and Technical Skills like C, Unix, vxWorks, Software Quality Assurance Processes and other Courses like Basic and Advanced Pranic Healing Course.

Ram is a Mechanical Engineer with specialization in Computer Science and Software Development. He is also an M.Sc (Hons) Economics graduate from the prestigious BITS, Pilani.

He was one of the founding members of COMPUSER Club and help it grow into a Center for Software Development (CSD). He was involved in several initiatives in computer science and software like Campus Computer Networking and Parallel Computer Development. He was the First person in BITS' history to be hired by Hughes Software Systems from the Campus.

During his career, he has worked with top software companies like Hughes Software Systems and Microsoft Corporation in various capacities and has:

- Demonstrated the ability to take on unexpected situations as a challenge and leading teams to success in delivery, thus attracting top management accolades.
- Being an Excellent Technical interviewer, he has participated in several recruitment trips and hired many high quality professionals for his organizations.
- Being a great mentor of people in work and otherwise, he has been instrumental in mentoring several Freshers into mature successful software professionals.
- Organizing and evolving PM learning circles

He is also a Founding member and Managing Trustee of Sri Sri Mahavatar Charitable Trust, a organization working in social service of poor & needy. He is also Advanced Pranic Healer and Trainer.

Profile of Trainers

Will be shared on request