

## **PRESENTATION SKILLS**

**(Maximum 12 participants)**



### **COURSE OVERVIEW**

This ‘Powerful Presentations course will give delegates a completely mapped-out system that does the planning and preparation work for them.

It features a step-by-step approach tying in every aspect of the presentation into a cohesive whole and ensuring that it is a rousing success. By following the format of this course the delegates will automatically create a presentation that uses exactly the right approach and examples, with the proper tone and pace.

Good communicators are seen as more effective – and more powerful – than their fellow supervisors who fail to present well. Persuasive speaking is an important and valued skill, it helps put ideas across in successful presentations and gain the confidence of subordinates.

## **COURSE OBJECTIVES**

At the end of this course supervisors will be able to:

- *Construct a slide presentation with a logical sequence*
- *Deliver an opening with a BANG!*
- *Create a relaxed and interactive environment*
- *Present like a professional*
- *Use smooth transitions from one topic to another*
- *Select the best media for the most effect*
- *Use visuals correctly*
- *Employ powerful visuals that add to understanding*
- *Add energy and excitement to the group*

## **WHO SHOULD ATTEND**

The program has been designed specifically for people where motivation and participation is of importance.

## **COURSE DURATION**

5 days

## **COURSE LANGUAGE**

English

## **PROGRAM METHODOLOGY**

The approach in this program is not only to outline the principles of a powerful presentation but to create a highly interactive environment where several practice sessions will be required (hence the maximum number stated) by all participants and group critiques will be offered in order to improve performance.

## **COURSE OUTLINE**

### **DAY ONE**

The three main parts of a presentation

Building the framework – 5 Key areas

How to create a power opener

Five power opening techniques

Activity –mini presentation

Feedback sheet

The six Ps

Types of audio visual aids

Projection guidelines

Flipchart use and graphics

Activity – mini presentation

Feedback sheet

### **DAY TWO**

Presentation strengths

How to use connectors

Power and influence

Building your talk around a formal introduction

Activity – mini presentation

Brain dominance

Visual, Audio and Kinaesthetic

Power closes

Handling audience questions

Key point summarisers

Checklists for preparing typical presentations

Activity – mini presentation

Feedback sheet

### **DAY THREE**

The 5 main areas

Planning the structure

Gaining attention

Developing the desire

Moving the audience to action

Activity – formal presentation

### **DAY FOUR**

The presenter's triangle

The group triangle

Presenting using a sound structure (technical)

Presenting for persuasion (sales)

Presenting to gain interest (corporate)

Developing a more relaxed presentation

Activity – formal presentation.

### **DAY FIVE**

Effective speaking

Non-verbal communication

Speech characteristics

Designing your message

Activity – Final full presentation

Feedback

Personal Action Plan

## **FACILITATOR/PRESENTER PROFILE**



**John B. Straker**  
**M.Sc., P.G.C.E., C. Eng., M.C.I.P.D.**  
**(British National)**

John is an U.K. citizen who is a presenter of programs in the Management Sciences as well as a specialist Consultant in Human Resources, delivering training programs and undertaking H.R. projects for major corporations on a range of Organizational and Human Resource issues.

As a Principal Specialist in his field, he has extensive worldwide experience implementing performance solutions, graduate development programs, succession plans, establishing 'greenfield' H.R. functions and creating major management training and development centres of excellence and delivering seminars.

His HR and management development experience spans over 30 years in a global environment, working for a diverse range of multinationals including; Shell, Chevron/Texaco (Kuwait), Caltex (Bahrain), Foster-Wheeler (Yanbu) etc. This selection of companies has given him the opportunity to live and work in a variety of countries such as: Australia, New Zealand, Canada, USA, Europe and the Middle East.

### **Work Experiences in the Middle East and Qatar**

- 2012 Negotiation Skills for QP
- 2012 Leadership for QP
- 2012 Negotiation for QP
- 2012 Management for QP
- 2013 Supervisory Skills QAFCO
- 2013 Leadership for QP
- 2014 Supervisory Skills for QAFCO

His academic posts include lecturing for the University of Wales, NEWI College and the other academic posting was with the King Fahad University of Petroleum and Minerals in Dhahran, Saudi Arabia.

John has held very senior positions in the management and human resource fields, for example; Consultant to the Vice President of Chevron, Group Manager of Human Resource Development for the Savola Company, Jeddah, Learning Program Manager, Foster-Wheeler, Yanbu and Head of Employee Development for Dubai Aluminium.

During his time in Dubai, he created - from a green-field site – the management and graduate development center for the oil, gas and aluminium industries. The Centre was opened by H.R.H. Princess Anne and recognized by the World Bank as one of the most advanced centers for HRD in the Middle East. Later in his career, he established the

Management Centre of Excellence for Savola in Jeddah, which became a self-funding institute due to the demand for the first class presentation of its programs.

Presently, he now conducts programs in Qatar, UAE, Bahrain, Oman and Saudi Arabia in a range of management and supervisory programs and human resources plus undertaking H.R. projects to help organizations improve performance at the individual and organizational level. **His interests lie in developing potential in all employees by creating a highly interactive learning environment.**

John, therefore, conducts programs that are action oriented in style, with group and individual participation. His aim is to deliver programs that meet the organizational needs with the goal of achieving business results.