

2020

EFFECTIVE PRESENTATION SKILLS 30 HOUR COURSE



COACHED BY

**NATIVE ENGLISH
SPEAKER WITH
MBA**

15th floor, Green Tower, Rama 4
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2020 TRAINING PROGRAM DESCRIPTION

Through the coach's expertise and practical knowledge, you will be able to deliver the key concepts associated with presentation skills and you will be able to:

- Explore how presentation works
- Develop a unique individual style
- Understand what happens in front of an audience
- Practice a whole range of techniques
- Learn the hints and tips for an effective presentation
- Stretch your capacity to present
- Present with style, air, and presence
- Using support materials
- Maintain confidence and handle nerves
- Cope better when feeling wrong-footed.



business



organization



individual

To give all participants the best opportunities for learning, including:

- Class Session
- Simulations exercises
- Templates and tools
- Group Discussions
- Individual assignments
- Case studies and Problem Solving Exercises

THIS TRAINING PROGRAM IS DESIGNED FOR

The Business Professional

30 hours

TRAINING PROGRAM OUTLINE

Introduction

Personality versus Character Ethics

Communication Types

1. Oral
2. Verbal and nonverbal
3. Business and interpersonal

Group and Large Audience Communication

1. Presentation Skills
2. Five P's Model
3. AMMA

Types of Audience

The Four Modes Of Speech Delivery

1. Extemporaneous
2. Impromptu
3. Memorization
4. Reading

The Four Types of Speeches

1. Informative
2. Demonstrative
3. Persuasive
4. Entertaining

Successful Speeches and Presentation in the Work Environment

Fundamentals of Effective Presentations

1. Describe challenges and benefits of effective speaking skills
2. List elements of successful presentations
3. Delineate types and methods of presentations

Preparing the Contents

1. Delineate a timeline for preparation of the presentation
2. Describe how to analyze general and special purposes including audience
3. Explain how to gather proof, evidence, and support
4. Demonstrate structuring of a presentation

Speaking Skills

1. Describe how to select and use media
 2. Explain how to determine type of language to use
 3. Delineate how to develop a personal style of presentation
 4. Describe how to deal with speaking anxiety
- ### Essentials for Dynamic Presentations and Speeches

1. Explain how to capture an audience's attention
 2. Describe how to incorporate analogies, quotes, and stories into a presentation
 3. Delineate a plan for rehearsing a presentation
- ### Select and implement approaches for informative, persuasive, and motivational presentations

Audience Persuasive Techniques

1. Ethos
2. Pathos
3. Logos

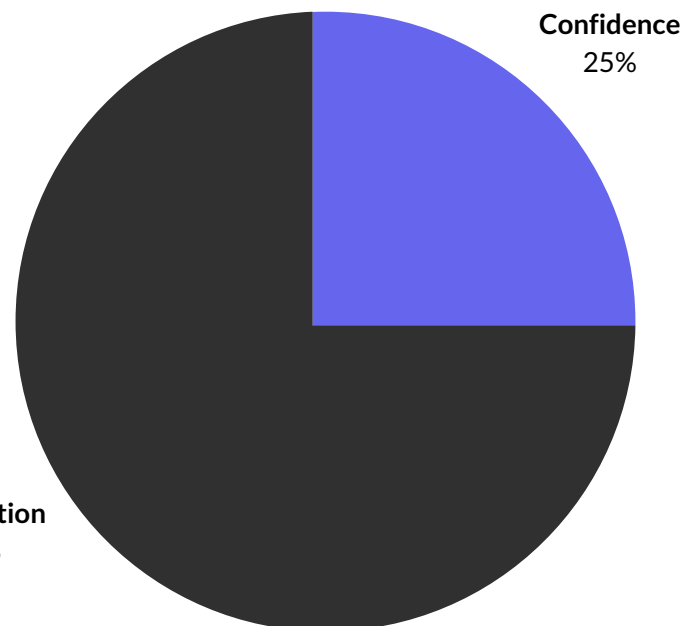
Audience Irritators

A Ten-point Presentation Plan

Feedback Skills

Self-Motivation Tips & Quotes

Conclusion



COURSE SCHEDULE LESSONS



PRESNETATION & SPEAKING COMMUNICATION SKILLS

03

Elevator Pitch
presenting great
ideas in 1 minute

01

Professional
introductions
And the use of
Adjectives to be detail

04

Harnessing the
Science of
Persuasions
Ethos, Pathos,
Logos

02

Presenting products:
F.A.B and using Adverbs
to bring life into your
product.

05

Telling a
professional story
with a positive
results S.T.A.R

COURSE SCHEDULE LESSONS



BUSINESS WRITING & GRAMMAR SKILLS

08

Action Verb,
Helping Verbs
linking Verbs
(Writing)

06

Negotiating: The 5
styles of Negotiating

09

Focus on what
needs to be
done daily

07

Modal Verbs (Grammar
Writing)

10

Active Voice Vs
Passive Voice
(Writing)

COURSE SCHEDULE LESSONS



**BUSINESS
WRITING
&
GRAMMAR
SKILLS**

13

8 different ways
to use commas
(Writing)

11

4 types of
Complete sentences
(Writing)

**20 HOUR
BUSINESS
COMMUNICATION
PRIVATE
COACHING WITH
ENGLISH NATIVE
SPEAKER WITH
MBA**

12

4 types of Fragment
sentences (Writing)



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