

PRESENT With IMPACT

Program Objectives

This two-days' workshop will help participants to:

- Deliver impactful presentations by knowing the process of preparing and delivering presentations, handling audience and group discussions to maximize results.

Through:

- Understanding what an impactful presentation is.
- Knowing how to plan an impactful presentation.
- Realizing how to lead and guide the discussion.
- Knowing how to manage the meeting logistics.
- Identifying how to handle the visual aids.
- Recognizing how to understand and handle the different types of audience.

Introduction and Course Overview

The first part of the day, we will work on getting to know participants and discussing what will take place during the workshop. Participants will also have an opportunity to identify their personal learning objectives.

Introduction to Impactful Presentations

To begin the program, we will define what an impactful presentation is, identify what are the speakers' common mistakes and how to make their points memorable.

Planning Your Presentation

During this session, participants will be fully aware of how to prepare an impactful presentation beginning by setting a SMARTER objective, knowing the audience and following ten steps to have a well-organized presentation.

Leading Discussions

Participants will know how to properly guide and lead the discussions through understanding their roles.

Managing Meeting Logistics

This session will clarify to the participants that preparing an excellent presentation doesn't secure success, as they need to develop and manage a logistics checklist.

Handling Visual Aids

Here, we will introduce to the participants some guidelines to develop readable, catching and non-disturbing visuals. Also, they will know the dos and don'ts of developing visual aids.

Understanding and Handling Audience

In this part of the program, participants will learn to identify and handle the different types of audience to achieve their objectives successfully.

Practical Application

Finally, it is time to learn by practicing. The participants will be divided into groups to prepare and deliver a presentation, during which the areas of strengths and development will be clarified.