

### Course objectives

The main objective of this course is to provide the participants with essential presentation skills and knowledge to speak effectively and eloquently in front of a large audience. By the end of this course, participants should be able to:

- Plan a presentation/ speech so that it has a clear purpose and is tailored to the audience
- Structure a presentation, and organize ideas/ information effectively
- Integrate factors to have an effective presentation: non-verbal language, voice control techniques, creating good rapport with the audience, and time management
- Handle discussions and questions from the audience

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### Course topics

Some of the topics to be covered in the course include:

- Criteria for an effective presentation/ speech
- Defining the aim of your presentation/ speech and identifying the audience
- Structuring a presentation/ speech and organizing ideas/ information
- Using non-verbal communication
- Creating good rapport with the audience & Managing your time
- Handling questions from the audience
- Sharing experience with well-known speakers

### Target participants

The course is designed for professionals and other employees of government offices, NGOs, companies, and other organizations who need to give presentations/ speeches in meetings, seminars and on other occasions.

### Course methodology

This course will combine theory and practice whereby participants apply the skills introduced in the course in presenting contents relevant to their fields of specialization. Participants are encouraged to share their experience and give feedback on their own and others' presentations/ speeches. The course will also provide the participants with opportunities to share experience with well-known speakers.

**Class size:** Class is limited to 20 participants.

**Duration:** 3 days

**MISSION**  
Together we succeed