



Seminar Description:

“Enhancing your Presentation Skills”



Training Requirements:

This one-day workshop is designed for no more than eight to ten people and it aims to improve participants' presentation as well as public speaking skills. Participants will be given the opportunity to learn new but simple methods of how an effective presentation is carried out and can boost both self-esteem and self-confidence.

Training Objectives:

- Improve presentation skills
- Use PowerPoint presentation and visual aids effectively
- Adopt a new mindset (positive attitude) for better end results
- Enhance communication and confidence
- Handle presentation mistakes efficiently
- Strengthen interpersonal skills
- Control frequently asked questions (FAQ)
- Improve listening skills
- Eliminate stress

The seminar is aimed at:

- Business owners
- Department leaders
- Key accounts managers
- Sales Executives/ Representatives
- PR / Marketing / Human Resource professionals/ Instructors



Means and Methods of Training:

- Lecture, demonstration, group work and practical applications

Seminar Language:

- The seminar language can be conducted either in Greek or in English

SEMINAR TIMETABLE

<u>Enhancing your Presentation Skills</u>				
Session times *		Duration*	Content Details (Includes theoretical and practical applications)	Instructor
Start	Finish	(hours, minutes)		
09:00	09:45	0.45	Session 1 <u>Public speaking</u> <ul style="list-style-type: none"> • Analysis of 'communication' • The power of visualization when giving your speech • The 6 P's when planning public speaking & presentation • How to overcome the fear of public speaking Participants will be asked to take part in a short exercise	Michael Virardi
09:45	11:00	1.15	Session 2 <u>Presentation structure tips</u> <ul style="list-style-type: none"> • The importance of defining the purpose of the presentation • Target group: Who are you addressing? • How to establish immediate rapport and use humor effectively 	Michael Virardi
11:00	11:15	0.15	BREAK	



11:15	12:15	1.00	Session 3 <u>Delivering your presentation</u> <ul style="list-style-type: none"> • Techniques on how to illustrate main points • 3 ways to stay within a strict time frame • The tone of voice • The importance of eye contact • The secret to persuading your audience 	Michael Virardi
12:15	13:15	1.00	Session 4 <u>Visual Aids</u> <ul style="list-style-type: none"> • The importance of visual aids • Tips for the successful use of PowerPoint • 5 ways on how to become more clear and concise • Effective use of bullet-pointing <p>Analyze Steve Job's presentation secrets from a short video</p>	Michael Virardi
13:15	14:15	1.00	LUNCH	
14:15	15:15	1.00	Session 5 <u>Analyzing Maslow's Hierarchy of Needs</u> Analysis of Maslow Hierarchy of Needs and how it relates to understanding and building effective people skills	Michael Virardi
15:15	16:15	1.00	Session 6 <u>Active listening</u> <ul style="list-style-type: none"> • Active listening and its importance • Techniques on how to be good listeners • Case study 	Michael Virardi
16:15	16:30	0.15	BREAK	
16:30	17:30	1.00	Session 7 <u>Handling Q&A</u> <ul style="list-style-type: none"> • Planning for questions • The correct timing to make your closing statement • Summary and closing statement 	Michael Virardi

Total time of instruction ***

7:00

To make a booking or get more information, please contact Christine S. Antoniou: (tel.) +357 25811511, (fax) +357 25375118, (e-mail) christine@michaelvirardi.com (e-mail) ask@michaelvirardi.com.