

# Presentation Skills Workshop

Date - April 15-16, 2007

Day - Sunday & Monday

Venue - Haffa House Hotel

Time - 9:00 am- 5:00pm

Investment per participant - 150 OMR

Do you cringe when you are asked to give a presentation? Do you wait until the last minute because you aren't sure where or how to begin? Then this is the ideal course for you to overcome your anxiety.

Competence HR brings to you a two day workshop providing interactive activities and exercises to help you prepare and deliver professional presentations. You will receive individualized feedback and reviews of in-class presentations.

This active, full-day course includes lectures, discussions, interactive exercises and videotaping sessions. You will benefit by:

- Gaining confidence and conquering "stage fright" or anxiety
- Improving your professional image and speaking style
- Increasing your confidence, comfort, and control when presenting to any audience

## Workshop Contents:

- **Preparation for the Presentation** — Formulating objectives, Identify the audience, Making a draft, Media
- Creating the presentation
- Types of Presentation
- **Body language** — The Presenter, The Audience
- Using Visuals
- Rehearsing, Memorability
- Involving the audience
- Principles of learning through enjoyment satisfaction and localization
- Creating your own presentation
- Rehearsals for individual presentations
- Presentation practice
- Review of presentations, comments and feedback

For further details please contact:

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*Course fees is inclusive of professionally written course material + tea / coffee + lunch*