informatech



ADMINISTRATION AND SECRETARIAL | AS-006

Presentation Skills Master Class

UK
+44 33 000 111 90
info@informatech.co.uk
https://informatech.co.uk
63-66 Hatton Garden Hatton Garden
EC1N 8LE , London

NL
+31 85 74 444 46
info@infomatech.nl
https://infomatech.nl
Waarderweg 50 - 2031PB
Haarlem - Netherlands



Course content

Why Attend

Why Attend Effective presentation skills are essential for influencing audiences, communicating ideas clearly, and creating a lasting professional impact. This course provides participants with advanced techniques to develop confidence, strengthen communication style, enhance audience engagement, and deliver memorable presentations with authority and professionalism.

Course Methodology The course adopts a highly practical and interactive methodology using live presentations, individual exercises, video recording and feedback sessions, role plays, group discussions, coaching activities, presentation simulations, and practical speaking assignments.

Course Objectives By the end of this course, participants will be able to:

- Build confidence and overcome presentation anxiety
- Structure and organize presentations effectively
- Improve verbal and non-verbal communication skills
- Deliver persuasive and engaging presentations
- Utilize technology and visual tools effectively
- Manage audience interaction and difficult questions
- Strengthen professional presence and communication impact
- Develop a unique and authentic presentation style

Target Audience

- Managers and supervisors
- Team leaders
- Trainers and facilitators
- Sales and marketing professionals
- Public speakers
- Administrative and business professionals



Course content

Target Audience

• Anyone who delivers presentations or communicates with audiences

Target Competencies

• Presentation delivery skills

• Public speaking confidence

• Communication effectiveness

• Audience engagement

• Visual presentation design

• Emotional intelligence

• Storytelling and persuasion

• Professional presence

Course outline

Day 1: Building Confidence and Structuring Powerful Presentations

• Understanding and developing an individual presentation approach and style

• Defining presentation objectives and selecting effective structures

• Organizing ideas and key messages for maximum clarity

• Building confidence and managing presentation anxiety

• Understanding audience expectations and engagement methods

• Using visual thinking techniques and idea mapping tools for content preparation

Day 2: Professional Presence and Presentation Delivery Skills

• Developing confidence when presenting in front of audiences and recorded environments

• Identifying strengths and areas for improvement in presentation delivery



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Course outline

• Improving communication through body language, posture, movement, and appearance

• Strengthening vocal delivery techniques and speech dynamics

• Building persuasive communication and presentation influence

• Creating presentations that project professionalism and authority

Day 3: Presentation Technology and Visual Communication

• Creating effective visual aids to reinforce presentation messages

• Designing engaging and professional presentation slides

• Presenting data and information through impactful visuals and charts

• Incorporating multimedia elements into presentations effectively

• Understanding room setup considerations and presentation equipment usage

• Using engagement tools and techniques to maintain audience attention

Day 4: Advanced Communication and Audience Engagement Techniques

• Explaining ideas and concepts with simplicity and clarity

• Using examples, comparisons, and visual imagery to improve understanding

• Applying storytelling techniques to increase audience connection

• Encouraging participation and creating interactive presentation environments

• Applying emotional intelligence to strengthen communication effectiveness

• Managing audience questions and responding confidently to challenges

Day 5: Master-Level Presentation Excellence

• Managing resistance, objections, and critical feedback professionally

• Developing a natural and authentic presentation identity

• Building confidence to speak naturally and flexibly beyond prepared scripts



Course content

Course outline

- Strengthening personal credibility and authority as a subject matter expert
- Creating meaningful audience experiences and emotional connection
- Balancing logical information with emotional engagement to maximize impact



Seminar dates

Available seminar dates

Live dates and pricing for Presentation Skills Master Class generated from the course details page.

Date	Location	Format	Fee
4 - 8 January 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
1 - 5 February 2027	London - U.K	Classroom	**€3,360.-**
1 - 5 March 2027	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
5 - 9 April 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
3 - 7 May 2027	London - U.K	Classroom	**€3,360.-**
7 - 11 June 2027	Barcelona - Spain	Classroom	**€3,080.-**
5 - 9 July 2027	Munich - Germany	Classroom	**€3,400.-**
2 - 6 August 2027	London - U.K	Classroom	**€3,360.-**
6 - 10 September 2027	Munich - Germany	Classroom	**€3,400.-**
4 - 8 October 2027	Dubai - UAE	Classroom	**€2,040.-**
1 - 5 November 2027	Geneva - Switzerland	Classroom	**€4,200.-**
6 - 10 December 2027	Istanbul - Turkey	Classroom	**€2,280.-**

Live online option	Online delivery is available at €1,850.-.