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ADMINISTRATION AND SECRETARIAL | AS-006

# Presentation Skills Master Class


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# 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



# Course content

## 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.-** |

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