

# ADVANCED EFFECTIVE COMMUNICATION & PRESENTATION EXCELLENCE



**MADHUSUDAN DUTTA**  
CERTIFIED LEADERSHIP & BUSINESS COACH  
INTERNATIONALLY CERTIFIED MASTER TRAINER  
ASSOCIATE FELLOW, AIM, AUSTRALIA

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BDT 8,000/- +VAT

NRB JOBS TRAINING CENTER

After taking this Effective Business Presentation Skills & Communication course, you will be able to notice gains in effectively communicating your ideas, enhance personal and corporate image, and ultimately increase your business manifold. You will be able to enhance personal and corporate image, learn to overcome presentation fear and become a more confident speaker. Your presentations are videotaped and evaluated. And you get expert one-on-one coaching at the end of each presentation. The Business Presentation skills workshop is kept small and are in a supportive environment to allow for maximum engagement and learning

Effective communication skill is a part of an individual's ability to express confidently, enhance working relationship and deal with difficult situations in a positive manner. It also helps to know individual communication style and understand the style of others.

## OUTCOMES

Participants will learn to:

- Understanding Effective Communication
- The importance of communicating effectively at work
- The communication cycle
- Recognizing & overcoming barriers to communication
- Ensuring effective communication in the workplace
- Working Style Characteristics
- Adapting Your Style
- Plan, prepare and deliver an effective presentation
- Create a positive impression about self & organization
- Present a complex situation easy and confidently
- Increase self-credibility
- Speak with clarity in both prepared and impromptu speaking situation
- Handle and respond difficult questions with ease
- Motivate others to change

## WORKSHOP METHODOLOGY

- Ice breakers to maintain stamina for each learner
- Interactive discussion for smoother transformation of each topic
- Competency based learning exercise
- Video clips contextually focused
- Role play based on brain storming feedback and experiences
- Video Recording Of Presentations
- Playback of recorded presentations for analysis
- One to one feedback for improvement

## WHO SHOULD PARTICIPATE?

This course is suitable for Managers, Senior Managers or anyone wishing to develop their communication and presentation skills to a higher level.

## PROGRAM OUTLINE

### Introduction

- Introduction of The Trainer and Participants
- Discussion on The Objectives of the Training Session
- Sharing of Scope, Expectations, Setting Priorities
- Setting The Norms for The Training

### PART 1

- The communication process
- Introduction
- The importance of communicating effectively at work
- The communication cycle
- Recognizing & overcoming barriers to communication
- Ensuring effective communication in the workplace

### PART 2

- Creating Positive Relationships
- Winning communication strategy
- Presenting Your Message
- Structuring the Conversation

### PART 3

- Fundamentals of presentation, an assessment of each person's unique presentation / communication style
- Analysis of the needs and abilities of those attending to become an effective presenter

### PART 4

- First Presentation
- What's my Unique Presentation Style?
- A short unprepared presentation to camera.
- Discussion, experience sharing about the experience of presenting, what actually happens to people physically, mentally and emotionally before facing the audience
- The presentations will then be played back followed by feedback from the trainer and their own colleagues.

### PART 5

- Reinforce some of the principals of effective presentation.
- Making a presentation in under 30 seconds
- Putting across a clear message
- Using passion to present
- Structuring your presentation to support material

### PART 6

- Prepared Presentations
- The second part - working on prepared presentations.
- The session is modified according to the level of the audiences.
- With new or less experienced Presenters introduction to easy skills and techniques discussed to help raise their confidence and ease the anxiety associated with presenting.

### PART 7

- Handling difficult questions
- Raising self confidence
- Ability to go "off script"
- Dealing with difficult or tricky questions

### PART 8

- Difficult presentation issues and people
- Working on your presentation style
- Developing as a communicator rather than a presenter
- Creating an interactive, question friendly atmosphere

### PART 9

- Last final presentation made by individuals
- One on one feedback session
- Recorded individual presentations are to be handed over / mailed to compare and access their own developments



+880 1958 669 253

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TRAINING@NRBJOBS.COM  
WWW.NRBJOBSTRAINING.COM