



PREMIER QUALITY SERVICES LIMITED
(A subsidiary of the Trinidad & Tobago Bureau of Standards)

presents

Effective Presentation Skills

Introduction

How often have you sat through a business or technical presentation which either:

- Went way over your head
- Was too elementary for you and the people around you
- Appeared to have little purpose other than to satisfy the need of the presenter to expound
- Used visuals that even if they could be seen adequately, served more to confuse than to clarify
- Seemed to go on and on with no conclusion reached
- Was an obvious ordeal for both presenter and the audience
- Could have been handled more effectively and efficiently through some other form of communication.

If you were never the receiver of this how would you rate your self in being able to avoid it?

Many presenters today could improve on their presentation skills in order to avoid these pitfalls.

This course is designed to equip presenters with these skills.

Program Topics

1. Describing the purpose of the presentation

The purpose of the presentation is to persuade, explain, instruct, and to inform

2. Describe the Audience for whom the presentation is intended

This presentation is for

This presentation targets

The following persons will benefit from this presentation

3. Outline the Content of the presentation showing all major items and sub items that will be relevant to the achieving of the results.

4. Outline the results expected from the presentation

What do you expect from your audience at the end of the presentation?

As a result of this presentation the participants/audience will

5. Identify the environmental requirements for the success of the presentation

1. Tools
2. Materials
3. Accommodation
4. Transfer environment

6. Organize the information in order to create the greatest impact?

7. Develop strategies for presentation
8. The use of Multi-Media
9. Logistics and Visual Aids
10. Delivery of Presentation
11. Thinking on your Feet
12. Capturing and Maintaining Attention
13. Closing the Presentation

Outcome

Having completed this course on presentation skills, you will be able to make presentations that will be effective and efficient in persuading, instructing, informing or explaining.

Who Should Attend

This training course is primarily for those who are responsible for making presentations. These include: Company Presidents and CEOs, Sales Engineers, Controllers, Accountants, Researchers, Industrial Engineers, Credit Managers, Training Instructors, Heads of Departments, Sales Persons and virtually any one with a requirement to present primarily information in a brief and understandable manner to a critical Audience.

Facilitator**Lionel Douglas (B. Comm., M.A., Ph. D)**

Mr Douglas is qualified in Instructional Technology, Performance Management and Information Systems. He has approximately seven (7) years as experience as an educator and 20 years experience as an information expert. His expertise extends to Alternative Dispute Resolution, Intellectual Capital Management, Performance Improvement and Business Process Re-Design.

Date: To Be Advised**Venue: Premier Quality Services Conference Room****Cost: \$1,950.00 (Vat Inclusive)****Time: 8:00 a.m. – 4:00 p.m.**

All material required for effective learning and appreciation of the subject area by participants will be provided.

For further information, contact: Inga Dottin

Premier Quality Services Limited

2 Century Drive •Trincity Industrial Estate •Macoya •Tunapuna

Tel. Nos.: 645-9026/9268. Fax: 645-8879

E-Mail: Inga.Dottin@ttbs.org.tt