

### Business Presentation Skills Course Outline

**Duration – 9 hrs.**

Sr. No	Module	Description & objective	Methodology	Duration
1.	Ice Breaker	Trainee & Trainer Introduction To get to know each other	Activity	15 mins
2.	Expectation Management	Show a video of a nervous presenter. And take challenges from participants in making presentation or public speaking. To map the training outcome with the challenges collated	Discussion Video	10 mins
3.	Objectives of the workshop	Make participants aware of the learnings of the day.	PPT, Discussion,	10 mins
4.	Video Recorded Individual Presentation	Self-Introduction for 2 minutes. The Introductions will be recorded and later used for improvement and feedback purpose	Discussion	15-20 mins
5.	Difference between Public Speaking & Presentation skills	Discover the nuances of the two concepts. Universal Facts discussion. Utilise these nuances while making a presentation or speaking in public.	Ppt, Discussion, Q&A	15 mins
6.	Anxiety Management	What is anxiety, Symptoms of anxiety? 3 main tips to manage anxiety. Help audiences understand the importance of anxiety management for a successful presentation or public speaking.	Ppt, discussion	60 mins
7.	Start with a bang	A series of video demonstration of how famous speakers start their presentations or speaking. Demonstrate to start the presentation with – telling a joke, narrating a story, asking audiences questions and quoting a relevant research studies	Video, ppt, discussion	30 mins
8.	Anchor your key points	Learn how to make an impact on the key points of the presentation. Use techniques like metaphors, analogies, acronyms, stories and activities	ppt, discussion	30 mins

9.	Audience Profiling and management	Types of audiences, Engagement Tips, handling questions, answering questions, sensitivity to the audiences	Role plays, Discussions, introspection	60 mins
10.	Body Language & Voice	Power postures, Expressions, Gestures, Voice Variance, Modulation	Role Plays, Discussions, Video	60 mins
11.	Summaries / Closures	Closing Tips – The Big Asks, Contrast, Refer to the Beginning, Synopsis	Ppts Discussions	20 mins
12.	Presentation Mistakes	Exercise - participants brainstorm on some presentation mistakes and present the same as groups	Presentations, discussions	15 mins
13.	Presentation Designing Tips	Structure, Presenting data, charts, slides, theme, formats etc. Visuals, colours, Animation, tools	Sample Slides, interactive discussion	20 mins
14.	Other Presentation Tools	Prezi & Keynote	Videos	5 mins
15.	Closing Presentation by participants	Participants reflects on the introduction presentation they made in the beginning of the program. They realise the gaping holes and plug them with a closing presentation again	Presentations & Discussion	40 mins