

Presentation and communication skills Course Outcomes

<i>Course Title</i>	<i>Presentation and communication skills Course</i>
<i>Course Duration</i>	15 Hrs./ 5 days
<i>Course Objectives</i>	COURSE OUTLINE The Presentation and Communication Skills seminar offers an intense two-day interactive, hands-on programme designed to build and expand essential presentation skills, persuasive power, and personal presence. The courses are for experienced professionals who want to improve their personal communication skills, become more persuasive, and increase their effectiveness at work. Upon completion of this course, each participant should be able to successfully complete the following tasks: <ul style="list-style-type: none">• Speak effectively to groups of any size• Use body language to enhance messages• Conquer stage fright, nervousness and anxiety• Control question and answer sessions• How to employ visual aids• How to take control of a room and command attention
<i>Placement and assessment</i>	Students sit a comprehensive written and oral placement test on their first day, to place them in the class most suitable for them. Assessment is continuous throughout the course and receive regular feedback from their teachers.
<i>Target audience</i>	Under-graduates and graduates