

Course Overview

This course is designed to develop interpersonal skills, increase confidence and help in the planning and delivery of successful presentations. This course shows how to present memorably and with impact through a series of techniques, practical activities to develop presentation skills and enhance confidence to expand the potential of the individual. Participants will learn how to adopt a presenting style that suits them as well as covering more general components such as how to engage with the audience.

Learning Objectives

By the end of this course, participants will be able to:

- Understand the importance and fundamentals of the presentation.
- Design the framework for the presentation.
- Develop the content that meets the presentation's structure.
- Develop the slides that meet the presentation's content.
- Practice verbal communication skills to engage the audience.
- Practice non-verbal communication components.
- Handle internal and external presentation challenges.

Delivery Method

Instructor-led Training (ILT) (Face-to-Face Classroom Training), and with just little adjustments can be delivered virtually (VILT).

Duration

28 hours; which means full four days of F2F classroom training. And for VILT it is going to be seven days.

Measuring Effectiveness

- **Reaction:** Questionnaire to assess the reaction of participants by the end of the training. It is going to include question about instructor, content and environment.
- **Learning:** Summative assessment to measure how much participant grasp from the content, and how percentage they understood the content.
- **Skills:** Each participant will build and develop his project step by step. By the end of the course as mentioned in the lesson plan, participants will have the time to prepare and review what they have done, then present it. While they are presenting, the evaluation sheet will be required to be filled by the instructor.

Course Sequence

Module One: Introduction to Presentation Skills

- Topic One: Fear of Public Speaking.
- Topic Two: Importance of Presentation Skills.
- Topic Three: Good and Bad Presentation.
- Topic Four: The 3P's Presentation Model.

Module Two: Planning for Presentation

- Topic One: Presenting with A Purpose.
- Topic Two: Collecting Data ADT Model.
- Topic Three: Structuring the Presentation.

Module Three: Preparing Your Presentation

- Topic One: Gathering and Organizing Content.
- Topic Two: Setting the Introduction.
- Topic Three: Sequencing the Body.
- Topic Four: Closing Techniques.

Module Four: Preparing Your Visual Aids

- Topic One: The VARK Modalities.
- Topic Two: Types of Visual Aids.
- Topic Four: Slides Guidelines.

Module Five: Verbal Communication

- Topic One: Basic Communication Model.
- Topic Two: Words and Phrases to Avoid.
- Topic Three: The Power of Voice.

Module Six: Non-Verbal Communication

- Topic One: The Power of Gestures.
- Topic Two: Body Movement.
- Topic Three: Eye Contact.

Module Seven: Presentation Challenge

- Topic One: Act Model to Overcome Fear.
- Topic Two: Dealing with Audience Questions.
- Topic Three: Handling Difficult Challenges.

How to Prepare

- Read the instructor's guide carefully. Get familiar with the organization and flow of the course, as well as the content itself.
- Look for ways to personalize the instruction. Add your own stories, examples, and insights. Make the material come alive for the participants.
- Mark up this guide. Write notes throughout. Highlight passages you want to emphasize. Add prompts for your examples and explanations. Visit the attached links for more information about each topic.
- Practice. Do a dry run of the material (or at least some of it) in front of willing colleagues or family members. Get their feedback. Find out: What are you doing well? What's one thing you could improve?

Pre-Assessment

Besides the knowledge pre-assessment, a skill pre-assessment will be conducted where each participant will present a 3-minutes presentation on their favorite topic. You need to evaluate each participant according to the "[Evaluation Sheet for Pre&Post Presentation](#)". Also, you are going to use this evaluation again after the last day by conducting the post-assessment.

Project

As we moving on the course, each participant will build and develop his project step by step. The first step starts with the activity of "[Structuring the Presentation](#)" and the last step ends by "Design your Slides Activity". By the end of the course as mentioned in the lesson plan, participants will have the time to prepare and review what they have done, then present it. While they are presenting, the evaluation sheet will be required to be filled by you again.

Ice-Breaking Activity

Positive & Gratitude is an icebreaker activity to get participants know each other and feel positive and grateful for what they have.

Each participant will share his name, job, one positive thing happened to him today or this week, and a friend/property or anything he or she is grateful for.

Module Two: Planning Your Presentation

TOPIC THREE: STRUCTURING THE PRESENTATION

Ask: How Do You Structure Your Presentation?

Encourage participants to share their experience, then proceed with the content.

Always start with your introduction and end with your powerful closing. Flesh out the body by listing topics in the order that you want to cover them in. Never skip the important details of your speech. Remember that an outline is only a draft.

Outlining a presentation can be done with a regular piece of paper, or on a word processing program on your computer.

Structuring the Presentation

First step: Write down the purpose of your presentation.

Write your main message or a one-sentence summary of your thesis at the top of your outline when you get started. This may help you stay on task, and it will keep the purpose of your speech right in your eyes. After all, you don't want to stray too far off the main topic of your presentation!

Say: You should remember to properly summarize what you want to say with every sentence of your outline. After all, this is not a full script, so a summary is all you really need. Remember to rehearse and practice with your outline, so that you can remember what you have written.

Example: To Persuade my audience to the action need to be taken to stop social networking addiction.

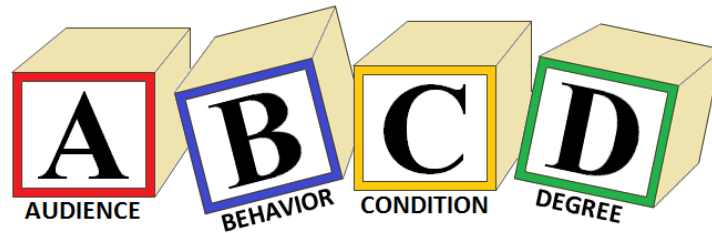
Second step: Breakdown the main purpose into measurable objectives.

After setting the purpose of your presentation, break it down into objectives. Objectives intended to answer what you want your audience to know, to understand, to feel, and to do.

A clear and meaningful presentation objective determines...

- How confidently you deliver your presentation

- How much your audience trusts your suggestions
- How you prioritize your points and structure your presentation
- How your presentation ends



ABCD Model for Writing Objectives:

Audience: Although this might appear to be the most independent of the objective elements, the audience is critical to be written. Designers must validate the audience for each objective.

Behavior: This is the culmination of all the analysis and the purpose of evaluation. This should be a vivid description of an anticipated outcome. Verbs should be observable, measurable, and suitable for statements of behavior.

Condition: Condition statement in an objective clearly delineates the conditions for a given behavior. Conditions may include tangible things, such as tools, books, equipment, or hardware.

Degree: This indicates what is needed to meet an objective. The purpose of learning is to meet an objective. A learner should be able to score some points even if he or she does not correctly answer every item.

Say: Objectives written in this format are called A-B-C-D objectives. These four components are used to clearly and succinctly describe the learning environment and the desired outcome.

Ask: What do you need to do to achieve your main purpose?

Encourage participants to share their experience, then proceed with the content.

By the end of the presentation your audience will be able to:

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Third Step: Start with A Strong Introduction

Your introduction is where you start strong by grabbing your audience's attention from the very beginning. But if that makes you feel stressed out, just remember to stay calm! Creating a great first impression from the beginning of your speech is not as difficult as you might be worrying.

Be reminded though, that sometimes it is wise to write your introduction last as only you know what you'll be introducing. This way, you'll also avoid including something in your introduction that you won't be actually talking about.

Say: Once you have written out your introduction, you have completed the first actual step in creating an excellent outline for your presentation.

Fourth step: Create A Powerful Closing

It can be easier to create ending before you flesh out the body of your presentation. However, it is up to you if you prefer to create your outline in a different order.

Just like with your beginning, make sure that you've made it obvious you are ending. After all, few things are more awkward than your audience sitting there long after you've finished, feeling confused about whether they should leave or not. And as always, you should thank your audience at the end of your speech. This will make them feel valued, and impressed with your gratefulness.

Fifth step: Flesh Out the Body of Your Presentation

This is the stage where you work on the body of your speech. That is, you will want to think about what you want to say in between your beginning and end.

1. Write the Points of Your Outline in Order
2. Don't Forget the Essential Details!
3. Write Down How Long Will It Take

Say: This Is Only A Draft!

Your outline doesn't have to be perfect, because it is not your final product. While you should work hard to make your outline as good as possible, you don't need to stress about it.

And remember that if you finish your outline, and you are not satisfied with how it looks? It is okay for you to scrap it and start all over again. There is no reason that you should stick with an outline that you don't feel confident about.

An outline is a great place to start whether you intend to read from a full script, read from cue cards, or speak without notes.

Activity 2.3: Structuring the Presentation

Ask each participant to go through the structure template, and write down their own drafts to be the first step which will be followed by detailed steps to make it perfect.

Stopping Social Networking Addiction

Persuade my audience of the action need to be taken to stop social networking addiction.

By the end of this presentation, the audience will be able to:

1. Realize the effects of social networking addiction
2. Identify the factors that contribute to our addiction
3. Identify the actions that need to be taken to stop social networking addiction

Part	What	Duration
Introduction	I will start by a story or question.	4 min.
Body	1. Realize the effects of social networking addiction Point (1): Addiction to social networking has caused serious problems. Point (2):	7 min.
	2. Identify the factors that contribute out our addiction Point (1): Some factors contribute out addiction to social networking.	7 min
	3. Identify the actions that need to be taken to stop social networking addiction Point (1): Actions need to be taken to stop the addiction to social networking.	10 min.
Closing	I will end by summarizing the steps to stop that problem.	2 min.

Wind Down Activity

What I Got from Today:

1. Draw a large quadrant on a chart with the following four words: Know, Challenge, Change, and Feel.
2. Ask each participant to do the same, and fill in the quadrants by responding to these four questions:
 - **Know:** What was studied today that confirmed something you already knew?
 - **Challenge:** What challenged you today?
 - **Change:** What is one way you plan to change your work, based on today's learning?
 - **Feel:** How do you feel about what you learned here?
3. Let participants discuss their answers in small groups while the facilitator wanders around to collect the sheets (which are anonymous) to review