

Day	Module	Topic	Duration	Methodology	Details	Tools
1	0	Ice-Breaking Activity	30 min	Group Activity	Instructor breaks the ice between participants.	Discussion
1	0	Pre-Assessment Presentation	60 min	Assessment	Each participant chooses a topic and present it in front of the class, and instructor evaluate his performance using "Evaluation Sheet for Pre&Post Presentation"	
1	1	1. Fear of Public Speaking	30 min	Lecture	Instructor introduce the factors that affects the public speaking fear.	Presentation
1	1	1. What are your Fears? Activity	10 min	Individual Activity	Self-reflection activity where participants write down why they fear of presentation and public speaking.	Notes & Pens
1	1	2. Importance of Presentation Skills Introduction Bill Clinton Speech.	20 min	Lecture	Instructor facilitate a discussion on importance of public speaking.	Presentation
1	1	2. Importance of Presentation Skills	20 min	Lecture	Instructor introduce the importance of public speaking.	Presentation
1	1	2. Importance Activity	20 min	Group Activity	Group activity where participants can deeply understand the importance of public speaking.	Papers & Pens
1	1	3. Wendy Clark and Michael Bay Presentations Clark and Bay Videos.	30 min	Experiential activity	Experiential activity where participants can figure out what makes presentation good or bad.	Video & Discussion
1	1	3. Factors for Good and Bad Presentation	10 min	Lecture	Instructor introduce the factors for good and bad presentation.	Presentation

1	1	3. "Bad vs. Good" Activity	30 min	Group Activity	Group activity where participants go deep with factors of good and bad presentation.	Sticky Notes & Flipchart
1	1	4. The 3Ps Presentation Model	20 min	Lecture	Instructor introduce the 3Ps presentation model.	Presentation
1	1	4. Complete the Roadmap Game	20 min	Group Activity_ Interactive	Interactive game where participants have fun and recall the 3Ps model steps.	Storyline
1	2	1. Presenting with A Purpose Introduction	10 min	Lecture	Instructor introduce why each presentation needs a purpose.	Presentation
1	2	1. What is the Purpose Activity To inspire, To inform, To persuade, To entertain Videos.	20 min	YouTube Videos	Experiential activity where participants figure out the purpose for four different videos.	Videos & Discussion
1	2	1. The Main Four Purpose of Presentation	30 min	Interactive _ Self-paced	Participants go through the main four purpose of presentation individually.	Storyline
1	2	1. "Who AM I" game.	20 min	Group Activity	A game where participants can describe and identify the 4 purposes of presentation.	Storyline Game
1	2	2. Collecting Data ADT Model	60 min	Lecture	Instructor introduce the ADT model.	Presentation
1	2	2. Applying ADT Activity	25 min	Interactive Quiz	Interactive quiz where participant go through the ADT model.	Storyline
2	2	3. Structuring the Presentation	60 min	Lecture	Instructor introduce the content through discussion and questions.	Presentation
2	2	3. Structure Template Activity	15 min	Individual Activity	Individual activity where each participant starts to develop his own presentation project.	Handouts
2	3	1. Collect and Organizing Content	45 min	Lecture	Instructor introduce the content through discussion and questions.	Presentation

2	3	1. Gather you content Activity	20 min	Individual Activity	Each participant will search and gather content related to the outline he made.	Handouts
2	3	2. Set the Introduction	45 min	Lecture	Instructor introduce the content and explain the different types of introductions.	Presentation
2	3	2. Structure Template Activity	10 min	Individual Activity	Each participant will develop the appropriate introduction that fits the subject he had chosen.	Handouts
2	3	3. Sequencing the Body	45 min	Lecture	Instructor introduces the content of MST model.	Presentation
2	3	3. Structure Template Activity	15 min	Individual Activity	Each participant will use the MST model "Structure Template" to complete the body part in that template.	Handouts
2	3	4. Closing Techniques for Your Presentation Informative Speech Video.	45 min	Lecture	Instructor introduces the closing techniques for presentation.	Presentation
2	3	4. Structure Template Activity	15 min	Individual Activity	Each participant will write the appropriate closing in the "Structure Template", to fit the subject he had chosen.	Handouts
2	4	1. VARK Learning Styles introduction	15 min	Lecture	Instructor introduces the VARK styles briefly.	Presentation
2	4	1. VARK Learning Styles	30 min	Interactive Self-paced	Participants go through the VARK Learning Styles individually using tablets.	Storyline
2	4	1. VARK Game	15 min	Interactive Quiz	Participants play a "VARK Game" where they can classify traits into the four VARK styles.	Storyline Game
2	4	2. Types of Visual Aids and use of it	60 min	Lecture	Instructor introduces the different types of visual aids and it can be used.	Presentation

2	4	2. Structure Template Activity	10 min	Individual Activity	Each participant will select the appropriate visual aids in the "Structure Template", to convey each point appropriately.	Handouts
2	4	3. Slides Guidelines	50 min	Lecture	Instructor introduces slides guidelines where participants know how to use slides effectively.	Presentation
2	4	3. Design your Slides Activity	30 min	Individual Activity	Each participant will design 5-7 slides for the project he has worked on from the beginning.	Microsoft PowerPoint
3	5	1. Basic Communication Model	30 min	Interactive Self-paced	Participants go through the basic communication model individually using tablets.	Storyline
3	5	1. Active Listening	25 min	Lecture	Instructor introduces the content through discussion and questions.	Presentation
3	5	1. Apply Basic Communication Model Activity	30 min	Group Activity	Group activity aims to help participants deeply understand the communication model.	Presentation & Discussion
3	5	2. The Power of Voice Steve Jobs Talk	45 min	Lecture YouTube Video	Instructor introduces the four main components of voice.	Presentation
3	5	2. "Power of Voice" script Activity Power of Voice Video	45 min	Individual Activity	Each participant will present a script where he applies the four components of voice.	Presentation
3	5	3. Words and Phrases to Avoid in Presentation	45 min	Lecture	Instructor introduces the content through discussion and questions.	Presentation
3	5	3. Explain the Point Activity	20 min	Group Activity	This activity aims to help participants to recall and deeply understand each to-avoid words.	Discussion

3	6	1. The Power of Gesture Good vs. Bad Presentation	60 min	Lecture	Instructor introduces the content through discussion, questions, and videos.	Presentation
3	6	1. Applying Gestures Activity	30 min	Group Informal Activity	Each participant will present his own topic, and use gestures where instructor help him to adjust it.	Presentation
3	6	2. The benefits body movements	15 min	Lecture	Instructor drive a discussion on the importance of body movements.	Presentation
3	6	2. Body Movements to Avoid when Speaking	20 min	Lecture	Instructor introduce this part through motion video and GIFs.	Presentation
3	6	2. Tips to Inject Movement into Your Presentation	35 min	Lecture	Instructor introduces how to inject body movement into presentation.	Presentation
3	6	2. Plan and Apply your movements	30 min	Individual Activity	Each participant will plan his movement and present a topic where he/she can apply this movements.	Presentation
4	6	3. Benefits of great eye contact	20 min	Lecture	Instructor introduces the content through discussion and questions.	Presentation
4	6	3. Tips on how to improve eye contact	30 min	Lecture	Instructor introduces how to use and improve eye contact.	Presentation
4	6	3. Apply eye contact Activity Good vs. Bad Video	30 min	Individual Activity	Each participant will present a topic to apply eye contact methods, and other participants will express their feedback.	Presentation
4	7	1. Myths about Giving Presentations Myth & Facts Video	15 min	Lecture Motion video	Instructor introduces the content through the "Myth & Fact" video.	Presentation
4	7	1. Others Beat Fear. So, Can You Introduction	30 min	Lecture	Instructor introduce the content by sharing stories of famous role models.	Presentation

4	7	1. The ACT Model	30 min	Lecture	Instructor introduce the ACT model to overcome fear.	Presentation
4	7	1. Apply ACT Model	30 min	Individual Activity	Each participant will be on the stage, apply ACT model in public loudly.	Presentation
4	7	2. Audience Questions _ Pre-Activity	25 min	Group Activity	Pre-activity where participants experience challenging situations to be aware of themselves.	Simulation Activity
4	7	2. Dealing with Audience Questions	30 min	Lecture	Instructor introduces the model if answering question in presentation.	Presentation
4	7	2. Audience Questions _ Post-Activity	45 min	Group Activity	Activity where each participant will respond to 3-5 question while presenting.	Simulation Activity
4	7	3. Handling Difficult Challenges	60 min	Lecture	Instructor introduce the content of how difficult challenges can be handled.	Presentation
4	7	3. Dealing with Challenges Activity	40 min	Group Activity	Participants will experience some situations where they need to handle it effectively.	Simulation Activity
4		Post-Assessment Presentation	50 min		Each participant chooses a topic and present it in front of the class, and instructor evaluate his performance using evaluation sheet to see the differences in his performance before and after the course.	
4		Wind down activity!	25 min	Group Activity	Participants will discuss what they have learnt, challenges and felt.	Discussion