



# Presentation Skills for Project Managers





# Course Information

## **| Course Overview**

How often have you wished that you could communicate with greater effectiveness? To be able to stand in front of a team, group or audience with confidence and power? To have your audience listen with enthusiasm. Most people think that you have to be a “natural” to have this power, but the truth is that with knowledge and some practice **ANYONE** can be a powerful communicator. With a supportive guide and instructor, you will learn new skills to take your communications to the next level.

This course closely examines each aspect of effective communications. You will be introduced to key concepts and then given the opportunity to apply your newly-learned skills. With interesting insights, positive feedback and useful tips and tricks, you will transform to communicate with greater clarity and confidence.

## I What You Get in Class

The Presentations Courses closely examines each aspect of effective communications. In this hands-on course you will be introduced to key concepts and then given the opportunity to apply your newly-learned skills. With interesting insights, positive feedback and useful tips and tricks, you will transform to communicate with greater clarity and confidence.

## I Instructor

A long time “soft skills evangelist” our instructor has a passion for seeing his students go through dramatic positive change. An avid lecturer and long-time expert on communications and leadership skills, he has coached professionals from recent college graduates to CEOs to become more powerful and effective leaders. Specifically, he has:

Change to: A long time “soft skills evangelist” our instructor has a passion for seeing his students go through dramatic positive change. An avid lecturer and long-time expert on communications and leadership skills, he has coached professionals from recent college graduates to CEOs to become more powerful and effective leaders. Specifically, he has:

- ☞ Run a successful software and consulting business
- ☞ Lead dozens of communications webinars, workshops and speaking events
- ☞ Worked closely with Asian and Southeast Asian cultures
- ☞ Instructed English at every level including Advanced TOEFL for Senior Professionals

## I Presentation 101 – You Can Communicate with Confidence!

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## I Why you should do this

Effective communication is the MOST important skill you can have in business and in life. Learning to organize and present your thoughts effectively will create new opportunities, make you stand out in your organization and provide you new opportunities for fulfillment.

## I How will we make it Happen

Topics will be presented in short effective lessons with many opportunities for interaction and activity. Over the course of the class, students will have several opportunities to present and to receive constructive feedback from the instructor and their peers. In just two days, you will see AMAZING results.

## I Target Audience

This course is the first of three in our Presentation series and is intended for all students who would like to start down the path to become an effective speaker and communicator. Those who could benefit include:

- ☞ Young professionals entering the corporate environment
- ☞ Managers who wish to be more effective in leading their teams
- ☞ Executives who want to stand out from their peers and build their organizations
- ☞ Leaders who would like to develop an ability to inspire and motivate their organizations

### Delivery Method

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.



### Course Duration

The course will be delivered over two days with lunch and morning and afternoon breaks

# Course Objectives

When you have completed this course, you will

- ☑ Be introduced to the basic concepts of Presentation and Communication
- ☑ Understand and use the principles of non-verbal communication
- ☑ Know techniques to overcome nervousness and anxiety
- ☑ Dramatically improve your ability to speak in meetings, presentations and across the workplace

## Course Outline

### Day 1

Day one is about creating the building blocks to success and provide the tools for effective communications. There will be two short presentations during the day from each student.

Key concepts include:

- ☑ Communications concepts
- ☑ Non-verbal communications
- ☑ Organizing your ideas
- ☑ Connecting with an audience
- ☑ Concepts of command and leadership
- ☑ Overcoming nervousness to create confidence and poise

### Day 2

Day Two will build upon the concepts you learned in Day One and provide you with even more tools to effectively communicate. Students will present two more times during the day with a little longer duration and greater complexity. Key concepts include:

- ☑ Effective Vocabulary
- ☑ Personal Appearance
- ☑ Using Visual Aids
- ☑ Motivating to Action
- ☑ Incorporating Sayings, Anecdotes and Humor
- ☑ Building Rapport with your audience



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