

Presentation Skills **WORKSHOP**

Date: 13 & 14 Oct 2018

Time: 6:00 PM till 9:00 PM

Venue: V Business Centre/ Khalda

CPE Hours: 7

Fees: JD 30 for Members

JD 60 for Non-Members

Registration: www.jama.jo
or info@jama.jo

This workshop is designed to give you confidence when delivering presentations. You will learn how to overcome and use problems to their advantage in order to give maximum impact with presentations.

By the end of the program, participants will be able to:

- ✓ Structure and build compelling presentations
- ✓ Consistently deliver in an engaging manner
- ✓ Build instant rapport and get an audience on your side every time
- ✓ Understand how best to use your voice and image in order to win
- ✓ Feel confident and in control of being you
- ✓ Make your mark and be remembered
- ✓ Create engaging visual aids which will capture your audience's attention



Objectives

Outline



- Icebreaker
- Work shop objectives and expectations
- Planning your presentation
- Identifying the key message(s)
- Creating a coherent storyline
- Understanding presentation flow and structure
- 5 key elements of every presentation
- Advanced presentation tools (animation, graphs, charts)
- Delivering the presentation
- Overcoming anxiety
- Verbal and non-verbal communication techniques

Mohammed Kayyali is a professional consultant and trainer with 20+ years of experience in arranging, managing and conducting capacity building training programs.



Mr. M. Kayyali is a compelling and passionate public speaker with the ability to encourage, motivate and energize his audience. He is also a member of the Project Management Institute's (PMI®) and the ACAMS.