



PRESENTATION SKILLS

(May 04, 2018 at Islamabad)

OVERVIEW:

National Productivity Organization, Ministry of Industries & Production announces one day training program on "**Presentation Skills**" at Islamabad.

DESIGNED FOR:

This course is designed for those who want to improve their presentation skills or have new to limited experience and also equally useful for students.

LEARNING OBJECTIVES:

Objective of this practical one-day presentation skills course is to improve participants' public speaking skills and knowledge. The training includes effective presentation techniques to enable delegates to present professionally and confidently, as well as engage well with the audience.

COURSE CONTENTS:

- What a presentation is and is not?
- What makes for an effective presentation and how to plan for it
- Crafting a beginning, middle and end
- Utilizing the power of emotions to create memories
- The basics of successful visual aids and handouts
- Basic physiology and vocalization tips and techniques
- Understanding nerves and how to control them

Registration Deadline:

3rd May, 2018

INVESTMENT: PKR 6,000/- Only
(Includes Course Material, Lunch, Tea and Certificate)

Timing: 09:30 AM – 04:30 PM

Venue: NPO head Office, Islamabad

For Registration Please Contact

Mr. Zia Ur Rehman (0332-5171079)

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LEARNING METHODS:

- Power Point Presentations
- Role-play
- Brainstorm
- Open discussion
- Case study
- Self-assessment

Course Leader: Syed Atif Shah is Certified Health , Safety , Environment , Soft Skills and Management trainer with a passion for designing and conducting courses in the field of safety quality and project management. Personable trainer able to coach management personal in soft skills and managerial skills to enhance their productivity.

National Productivity Organization
Ministry of Industries & Production, Government of Pakistan