

Online Training Program on Communication & Presentation Skills (Weekend Batch)

Date: 10th January'2021, Time: 9.30am to 5.30pm



Course Features

The course is designed to convey the importance of Communication and Presentation skills in office and in the present scenario of work. It also explains as to how an effective communication can be done and how a good presentation can be prepared and delivered. Course includes group exercises for preparing presentations and delivering the same.

Course Objectives

Participants will learn the essentials of Communication skills like Verbal Communication, Body Language, Listening Skills, Rapport Building and Email etiquette, including an important Self-Assessment technique. They will also learn the essentials of Presentation Skills including audience analysis, topic selection, preparing the body of a presentation, and learn how to deliver it and make an impression. The objective is also to make them confident and manage their nervousness

Who should attend ?

People at all levels in the organization

Course Contents

1. Presentation Skills

- ♣ What is a Presentation
- ♣ Planning the Presentation
- ♣ Analyzing the audience
- ♣ Topic selection
- ♣ Defining the objective of the presentation
- ♣ Preparing body of presentation
- ♣ Preparing Introduction and Conclusion
- ♣ Practicing delivering the presentation
- ♣ Making an Impression
- ♣ Tips and Techniques for delivery
- ♣ Group Exercise on Presentation preparation and delivery

Duration : 8 Hours including break of 1 hour

Registration Fee : Rs.1,500 + 18 % GST

To Register and Pay : [Click Here](#)

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2. Communication Skills

- ♣ Communication
 - Most common communication methods
 - 7 C's of communication
 - Essentials of communication
 - Internal and External communication
 - Barriers of communication
 - Communication expectations in the 'new normal' – how to meet these expectations
 - How to develop positive attitude and your smiles from behind the mask
 - Body Language and why it is important
 - Elements of body language
 - Listening skills
 - Email etiquette
 - Group Exercise on Communication - Task based activity, to develop the understanding and importance of effective communication.
- ♣ Self-Assessment
 - JOHARI Technique – helping people understand their relationship with themselves and others, communicating better and working as a team
- ♣ Group Exercise on Self-Assessment
 - Identifying the best attributes required in ourselves by JOHARI Technique

Issue of Certificate

Certificate of successful attendance shall be issued to all the delegates who attend entire duration of the course

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