

Effective Presentation & Communication Skills



Building through Learning...

Program Overview

Communication skills are critical tools for success in the world today. Professionals may be quite brilliant and creative in doing their job, but unless they can communicate, and present their achievements to their supervisor and co-workers, their technical skills will go unnoticed and unappreciated.

Key benefits

Upon completion of this course participants will be able to:

- Acquaint with the nature and the purpose of the communication, and its different methodologies, to improve abilities to exchange information through awareness of the technical written strategies in the communication process, and the ability to present.
- Build specific skills to increase their confidence, effectiveness and results.
- Overcome “stage fear”.
- Give a Winning Presentation.

Participants' Profile

This program is aimed at individuals who need to build and enhance their personal skills, especially individuals who are at the start of their professional careers and need to acquire the proper presentation and communication skills. The course is targeted at participants from any subject area.

Practical Information

Location: Regional IT Institute Premises.

Duration: 16 hours – 2 weeks.

Schedule: twice a week from 18:00 to 22:00

Requirements: Registration form and 2 photos.

Content

This highly interactive course focuses on professional business communication, including preparation, structure, delivery, strategy, use of visual aids, and handling all kinds of questions and answers.

Effective Communication

- A basic dozen keys to presentation success
- Types of talk
- Fundamentals of effective speaking
- Speech, Speaker and Audience
- Planning and Presentation approach
- Developing Confidence

How to organize a presentation

- Specific Purpose
- Review all your materials
- Consider the audience
- Plan the presentation
- Building your talk

How to Deliver

- Characteristics of media
- Delivery Methods
- Body Language
- Controlling Your Nerves
- Finding Your Voice
- Recognize pro's & con's
- Do's and Don'ts of delivery
- Questions & Answers
- Practicing & Rehearsing

For Information and Registration

Regional IT Institute

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