Public speaking, communication & presentation skills for professionals

Course outline

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This 5 or 10-day course enables participants to improve their communication and presentation skills in their professional lives so that they are able to speak in a range of formal and informal work-based situations with an increased level of confidence, clarity and commitment.

The content comprises theoretical trainer-led delivery and practical group-based and independent activities. You will be expected to take a full and active part in all aspects of the course in order to maximise the opportunities we offer you.

Our experienced trainers will lead through a range of essential topics and skills that will strengthen and increase your effectiveness as a communicator in your professional life.

The 5 and 10-day course is divided into two broad topics:

- Theory and Practice
- Research and Practice

Theory and Practice

This comprises a plethora of topics on business theory, with associated exercises and practical speaking activities: High level communication skills, networking, cross-cultural awareness, public speaking & presentation skills, negotiations, and risk management.

Research and Practice

This gives you the opportunity to research, plan and deliver a variety of presentations, in different styles and on a number of topic areas, according to your preferences: Intrapersonal and interpersonal presentations, persuasive techniques, collaboration, and IT interactivity in delivering presentations.

The broad topics covered in this course include:

- Communication, Networking & Motivation
- Cross-Cultural Awareness, Public Speaking & Presentations, Feedback & Success Criteria
- Offsite Training Day
- Negotiations, Management Styles, Success
- Managing Risk, Business Ethics, Cultural Training Day Presentations, Summing Up & Moving Forward
- Planning and Delivering Interesting Intrapersonal and Interpersonal Presentations
- Researching, Planning, and Delivering a Persuasive Presentation
- Offsite Training Day
- Researching, Planning, and Delivering a Collaborative Presentation
- Adding IT Interactivity to your Presentations, Cultural Training Day Presentations, Summing Up & Moving Forward

COURSE SPECIFICATIONS

Number of Training Days:	10
Class Size:	Maximum 12
Minimum Language level:	B1/B2
Suitable for:	Professionals, Teachers & School administrative staff