

## Presentation Skills



### A Practical Course for Improving Presentation Skills

In today's business world many employees are increasingly being asked to present their ideas to global audiences. An effective presentation can be crucial to “getting that contract” or simply building a strong relationship, but creating and then delivering a good presentation is often a difficult task. Many professional people find themselves overwhelmed by the various factors contributing to the successful delivery of a presentation. The fine line between success and failure means that organizations cannot afford to leave this to chance.

A successful presentation is one that has a clear objective, takes into account audience needs and is stimulating for listeners. This sounds simple but unfortunately even the most confident of people can lose their audience or rely too much on slides and technology. Others might be so nervous about the presentation that they memorize everything and give a pitch perfect presentation but neglect any audience interaction. Then there are people who overload their presentation and try to cram in too many details. Japanese professionals may also have to overcome a language barrier and take into account the differences between Japanese and Western presentation styles.

The **Presentation Skills** course is designed to develop participants' existing skills so that when the course is completed they can deliver a professional and stimulating presentation. It does this by building students' confidence and training them in the most up-to-date effective presentation styles. The course also develops language and cultural awareness by illustrating the major differences between western and Japanese style presentations. The course allows for participants to actively communicate and develop their skills in a supportive, functional and stimulating atmosphere.

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### Course Outline

**Introduction** / Course outline / Presentation preparation / Understanding & Knowing audience needs / Cultural differences

**Effective Introductions** and High Impact Thesis / Physical Skills / “Hooking” the audience effectively / Communication styles / Smooth transition

**Using Visual aids** / Describing trends / Highlighting and Emphasizing / Effective slides

**The Main Body** / Audience participation & needs / Listing information / Voice training & effective delivery skills / Linking ideas / Sequencing / Transition skills

**Summarizing & Concluding** / Active Listening / Closing effectively

**Handling Questions** / Clarifying & Confirming questions / Delaying phrases

**Language Development** / Review of relevant terminology / Useful grammar / Vocabulary

**Student Presentation practice** (Presentations will be assessed and followed by group feedback sessions)

The **Presentation Skills** course is usually conducted over an 8 to 12 week period with a 90-minute lesson being held once a week. The first few weeks are used to cover the theory side of presentations with students actively participating in discussion and controlled presentation practice. The final 4 weeks of the course are designed to give each individual student the chance to put everything they have learned into practice. They will each prepare a relevant presentation and deliver it to the other participants. The participants are expected to listen then contribute to Q & A sessions after or during the presentation. The course is structured to give stimulating and relevant training and ultimately improve all participants’ presentation skills.

*(Course structure can be altered depending on amount of students and language level)*

