

Professional Training in English

Presentation Skills



OBJECTIVES

Business Presentation Skills

Who has not felt the panic of having to present in public, to a watchful audience, customers, suppliers or co-workers, a business idea, product or service? Furthermore, if we have to do the presentation in English and in an international environment, the situation requires more preparation and self-confidence. Moreover, when that information contains graphs, numbers and data, proper preparation is essential.

This course in Business Presentation Skills will help to overcome the vertigo of presenting in public providing techniques to deal with nervousness. Enable you to convey the message clearly and concisely and present ideas in a structured and attractive way in English, to achieve your desired results.

Along with the rationale and methodology for presentations, we will consider the style, skill and experience of each participant individually and set targets and areas for improvement.

Fun and learning effectively will accompany us throughout the implementation of the course. The use of video recordings might be used on this course. There will be two trainers to facilitate feedback in order to help learning and facilitate the training course.

LEARNING POINTS

- Structure of a presentation
- Learn techniques: tips and suggestions for effective presentations
- Learn how to present:
 - data and numbers
 - graphs and workflow
- Develop your style and image of presentations
- Support materials: their use and benefits
- The use of English language and correct verb tenses

The ability to communicate

- Use of voice and pronunciation
- Control of nerves
- Enhance self-confidence
- The personal stamp: be yourself

Put into practice your presentation

- Making a presentation in less than 30 seconds
- Send your message clearly
- Present with passion

ENGLISH LEVEL

Minimum: B1+

For the optimal development of this course, attendees should have a good level of spoken English as well as written abilities.

METHODOLOGY

The program consists of technical training, advice, dynamic exercises with cases studies and their application in the real world. Participants work in small groups and in pairs so that through practice, understand and reinforce learning in order for it to be transferable to different situations in their everyday work.

There will be a maximum of 8 participants and practical methodology to facilitate the training. Whenever possible we seek to incorporate case scenarios of work environments to aid learning.

ADDED VALUE

Training sessions will be taught entirely in English by Denzle Mills, who and specializes in the area of training and development for non-native speakers and language. See client list.

DATE: consult webpage

Time: Friday: 16:30-21: 30

Saturday: 09:00-14: 00

Total Hours: 10

COURSE FEE: 220 €

VENUE: SIMPLE WORK Centro de Negocios
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