Effective Communication Presentation & Speaking Skills

International Diploma USA

Who can do?

- Fresh University Graduates and like to develop their communication skills

- Already working class who are willing to upgrade their business & presentation skills.

- In learning stage and want to be a good and reputable jobs in the market and are like to enhance their skills in communication and presentation.

100,000+ Students have been Trained

since 1997

Invest in People the only Asset that Appreciates

Program is offered by

3D EDUCATORS - INT

22 Years of Excellence in Training & Development

🌐 www.3dedudcators.com
✉ info@3deducators.com

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Table of Content

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Program Details

Inauguration

The Training Program will be inaugurated by a senior member of 3DEducators

Program Structure

No of classes per week	**01 Class**
Duration of each class	**2-Hour** (with Break)
Total Duration	**40 Hours**

Other Learning Activities

Classroom Assignments	**02**
Presentations by Trainees	**01**

About the Program Instructor

The "Effective Communication Presentation & Speaking Skills" Program has been designed and will be conducted by Senior most Manager and consultants who having the huge experience of training. They have worked with various large multinational organizations and provide the trainings in local and abroad.

The Trainers who are conducting this program are have on the position of the following

- ✓ Content Writing Managers
- ✓ HR Heads
- ✓ General Managers HR

They trainers are foreign qualified and having the degrees of PhD, M.Phill, MBA, MSc and research back ground.

As Consultant & Senior Trainers, the team of trainers from our side, we at 3D Educators – Trainers & Consultants would not compromise on the faculty quality..

In Affiliation with

3D EDUCATORS
Trainers & Consultants

IM RTC
International Management
Research & Technology Consortium

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COURSE CONTENTS:

The ability to communicate effectively is important in professional life. This course develops skills in writing reports and short business documents, working cooperatively in teams, and presenting group projects. It also provides an overview of communication theory and an insight into the processes of professional communication. After completing this course, you will be able to:

- Understand the communication process in professional contexts
- Explain the communication process and barriers to successful communication.
- Analyze the requirements of different communicative tasks in terms of key purposes and audience expectations.
- Understand body language and other Non-verbal communication aspects
- Structure ideas logically and persuasively, using appropriate supporting evidence.
- Participate in oral presentations and group work
- Produce written professional documents, memos, letters, problem solving reports, and executive summaries.
- Become a good listener
- Apply these principles to win your customers
- Presentation Skills
- How to make effective speaking Skills

The bottom line is that listeners don't care what you do. They care about what you can do for them. Participants learn to talk in terms of results, feelings, benefits, outcomes, and ideas. They learn to imagine audience members with signs on their foreheads that read: "So What? What's in it for me?" Time is thus allotted to the content, relevancy, and organization of the presentation. Emphasis is put on creating presentations that contain specific content for specific audiences. Participants discern, and are provided with a comprehensive checklist of, over 25 criteria used in a proper audience analysis.

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PRESENTATION DESIGN:

We also examine how, as computer-based presentations have become more the norm than a novelty, audiences are often overwhelmed with poorly developed productions. Unfortunately, good software alone does not make a good presentation. In fact, quite the opposite is true! Participants learn that there are strict rules to follow, and the innumerable pitfalls that can sap the strength of even superb speakers, ruining an otherwise well-delivered show. It soon becomes self-evident that many who struggle with public speaking are simply trying to deliver the "wrong" presentation!

Participants learn a "paint-by-numbers" approach to good design, and how to save their next audience from the new corporate syndrome knows as "Death by PowerPoint".

Best of all, they discover that they need not be graphic artists to create understandable and persuasive on-screen results.

As part of the Presentation Design module, participants:

- Realize the importance of proper delivery of visual information
- Understand how the brain processes visual input
- Comprehend simplifying -- how Less is More
- Gain control of audience attention through layout and timing
- Discover 10 techniques to guarantee that presenter and audience are in sync

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QUESTIONS & ANSWERS:

Sometimes the prepared presentation is only a prelude to the real program, i.e., the Question and Answer session. So, depending on the firm's needs, up to one-quarter of classroom time can be scheduled for the Q & A process. To enhance the relevancy of this module, participants prepare and trade questions that they would actually encounter in their real business environment. Participants learn:

- How to ask for questions and properly address the questioner
- How to listen for the real question
- How to neutralize negative questions
- How to deliver and format the answer to the entire group
- How to tie the answer back to the content of the original presentation
- How to deal with unexpected contingencies

HUMOR:

There is a plethora of advice on using humor in presentations out there, and most if it is just plain wrong. Improper use of humor can trip up even the most seasoned presenters. Instead, participants will come away knowing:

- When - and when not - to use humor in a presentation
- What type of humor to use, and what to avoid
- How to use humor effectively even if you're not "funny"

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TEACHING METHODOLOGY:

There are no pre-requisites. Our "benchmarking" technique allows participants to capitalize on their best traits and re-direct old habits for positive results. Regardless of abilities, all learn the specific techniques necessary to drive their message home and make their next presentation a memorable experience for all. Methodology follows three forms: Self-Realization, Participation, and Process Improvement.

SELF-REALIZATION:

Sessions begin with establishing current competency (based on client preference, we include videotape). As skills are learned, participants expand their self-realization through peer review in addition to coaching by instructors.

PARTICIPATION:

All PublicSpeakingSkills.com presentations are conducted with emphasis on the experiential. That is, while each presentation module includes demonstrations by the instructors of the required behavior, the majority of seminar time is given to the participants actually performing the techniques required for proper presenting. In addition, all participants receive a 100-page hardcover workbook for use in class and as a reference for use beyond class.

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PROCESS IMPROVEMENT:

The skills to becoming a persuasive and effective presenter are broken down into modules that can be easily absorbed at each step. Participants practice thoroughly each module before moving on to the next. With each subsequent module, participants must also incorporate the skills learned in each preceding module. Going forward beyond the classroom, participants are given tools to practice the skills during their regular business day.

LEARNING OBJECTIVES:

Upon completing this course participants will know how to:

- Feel confident to stand and deliver before any size group
- Use eye contact, gestures, and body language for maximum effect
- Develop and organize a presentation for any audience and any event
- Design visuals to enhance both the presenter's message & performance
- Deliver visual information in a way that keeps the audience in sync
- Handle tough questions
- Master memorization techniques
- Use humor effectively

HOW THE PARTICIPANTS WILL BENEFIT:

DELIVERY

In learning the skills to present ideas before a group in a persuasive fashion, participants both gain confidence in themselves, and better forward the organization's mission. Participants gain self-realization through overcoming the most common human fear. Employees become better all-around communicators.

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CONTENT

Gaining the skills to develop presentations that inspire and persuade transforms into better business writing, organizational skills, report generation, and knowledge transfer outside the presentation process.

PRESENTATION VISUALS

Participants gain an understanding of how simplifying ideas can increase comprehension, how new concepts need to be introduced in elementary form, and how these precepts apply to all aspects of their jobs.

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TERMS & CONDITIONS

WITHDRAWAL FROM THE DIPLOMA/CERTIFICATION

Students are not allowed to withdraw from the Diploma. If a student cannot continue the Diploma his/her fee will be forfeited.

CONDUCT AND DISCIPLINE

A disciplinary action, leading to rustication, will be taken against students whose conduct is found objectionable at any time during the course of study. Reference will be made to 3D Educators code of conduct.

EVALUATION AND GRADING

The performance of students is evaluated through continuous observation of a student's performance in the Diploma – class participation, submission of assignments, quizzes and exercises.

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The student will be examined through three hourly exams conducted at the midterm and a final exam at the end of the program. Total marks for passing the Diploma will be 60 out of a total of 100.

Students who do not meet the attendance or any other eligibility criteria will not be allowed to appear in the final examination.

The following grading plan will be applicable for the Diploma:

Grade	Marks
A	87 - 100
B+	81 -86
B	72 - 80
C+	66 - 71
C	60 - 65
F	below 60

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Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. 3D Educators reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will be resubmit the examination fee and sit the future schedule exam. Without passing of the exams no certification will be awarded.

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ONLINE LIVE CLASSES FACILITY AVAILABLE

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website http://www.3deducators.com. Fill it properly and attached the required document along with Picture and send back to info@3deducators.com with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it info@3deducators.com. Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.

DISTANCE NOT MATTER

You can join in the live classes Sessions of 3D EDUCATORS – TRAINERS & CONSULTANTS from anywhere of the world.

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PRECAUTIONARY MEASURES

- During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.

- Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.

- If you have taken the admission in the course online lonely, then ethically it is recommended and suggested that you alone in the class.

- Recording of Lectures are not allowed at your end.

This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.

CONTACT US

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021-34857148

info@3deducators.com
http://www.3deducators.com

Get the Admission Form

Download Form ⬇

**MANAGEMENT
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Global Recognized Certification from IMRTC USA

IMRTC USA Recognized

CERTIFICATION

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CERTIFICATE OF EXCELLENCE

SAMPLE

This is to Certify That

Mr. Danny Jones Wales

has successfully met the certification requirements as outlined in IMRTC content and the policies adopted thereunder, hereby grants the certification of

Effective Communication Skills

Student ID: IM864532201

Date of Commencement: May 4, 2014
Date of Ending: July 4, 2014

Cheryyel Rhodes

Principal of Institute

Director Affiliations and Official Affairs

INTERNATIONAL MANAGEMENT RESEARCH & TECHNOLOGY CONSORTIUM

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