# PRESENTING WITH PRESENCE

## Professional Certificate in Presentation Mastery

## Course Code: M034/25

**Duration:** 16 Hours

**Delivery Format:** Hybrid

**Target Audience:**

- This program is designed for those who desires a need to be effective in their presentation.

**Program Outcomes:**

Upon completion of this program, participants will be able to:

- Develop presentation delivery methods.
- Practice verbal and non-verbal communication skills.
- Manage and reduce nervousness.
- Develop and effectively use flip charts with color.
- Create targeted and effective PowerPoint presentations.
- Describe how video and audio can enhance a presentation and determine appropriate usage.
- Incorporate humor, questions, and discussion to enrich the presentation experience.

**Detailed Syllabus**

**Module 1: Starting with Impromptu Speech!**

**Outcome:** Participants will be able to confidently deliver short, unprepared speeches, applying basic principles of structure and clarity.

**Activities:**

- Icebreaker activities involving short impromptu speaking exercises.
- Practice sessions with various impromptu speech prompts.

**Assessments:**
- Observation of participants' delivery of impromptu speeches.
- Brief peer feedback forms assessing clarity and organization.

## Module 2: Understanding Presenting with Presence

**Outcome:** Participants will understand the key elements of effective communication, the impact of verbal and non-verbal cues on their presence, and how different sensory preferences of the audience affect information processing.

**Topics:**
- It starts with understanding effective communication.
- Verbal and non-verbal communication.
- Factors affect communication and our presence.
- How your audience make sense of information – V.A.K.O.G.

**Activities:**
- Interactive lectures and discussions on communication models.
- Self-assessment exercises on verbal and non-verbal communication styles.

**Assessments:**
- Short answer questions on the principles of effective communication and the impact of presence.
- Application of V.A.K.O.G. principles to audience analysis scenarios.

## Module 3: Guide to Power Presentation

**Outcome:** Participants will learn practical techniques for delivering engaging and dynamic oral presentations, focusing on speaker qualities, audience connection, and effective communication skills.

**Topics:**
- Practical hints for giving an oral presentation.
- Essential qualities of a speaker.
- Connecting / Engaging audience thru listening & questioning.
- Using Verbal & Non-Verbal communication effectively.

- Dynamic presentation.

**Activities:**
- Sharing and discussing best practices for oral presentations.
- Role-playing exercises focusing on audience engagement techniques (listening and questioning).

**Assessments:**
- Observation of participants' delivery skills during short presentations.
- Peer feedback on engagement techniques and dynamism.

**Module 4: Presentation**

**Outcome:** Participants will understand a comprehensive approach to presentation preparation, including planning, delivery strategies, handling Q&A, and managing challenging audience members.

**Topics:**
- Preparation.
- Delivery.
- Presentation preparation checklist for oral presentations.
- Handling questions and difficult individuals.
- Feedback session.
- Question and answer.

**Activities:**
- Workshop on using a presentation preparation checklist.
- Role-playing scenarios for handling difficult questions and individuals.

**Assessments:**
- Development of a presentation preparation checklist for a specific topic.
- Evaluation of strategies used in handling difficult audience scenarios during role-play.