



## **Workshop on Effective Presentation Skills**

**Formation / Presentation is as important as Substance!**

### **Background:**

In modern business you need to discuss your plans, share your experiences and orient your team of what you want to happen. All these require you to develop and deliver a presentation which can be useful when you do it professionally.

‘Effective Presentation Skills’ training workshop combines the fundamental aspects of presentation – the purpose, the venue, the materials etc – and skills of developing and delivering presentations. The course is delivered in an interactive manner to enable you to create the desired impact and convey your message more effectively through professional presentations.

### **Who should attend?**

This workshop is beneficial for professionals at any level in the organization who want to share their plans, discuss their findings/experiences and report their achievements.

### **Course contents:**

#### ***Basic Preparation:***

- Analyzing the Occasion
- Profiling the Audience
- Learning about the Location
- Defining your Aims and Objectives

#### ***Presentation:***

- The start
- Mood
- The voice
- The body
- Aids
- Timings
- The Conclusion



**About the Trainer:**

ABCD Consultants is proud to have qualified trainers on its team who can ensure your success using their skills and knowledge as well as the well equipped training environment and materials. The trainer assigned to this training is an MBA holder with extensive experience in conducting and managing training workshops on Business Communication and several other subjects in the field of management.

**Fee:**

Training fee is AFN 4,000 for a full day workshop which includes a certificate, training materials and refreshments.

**Approach:**

The Presentation Skills training is available for fee based participants at ABCD Consultants Training Center or at your offices in any location in Afghanistan. We usually recommend a one day course but can also offer a more flexible format to suit your schedule.

For more information about ABCD Consultants' training programs:

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or call (0) 771 696 052