

**Workshop on Effective Presentation Skills**  
**08:30am -03:30 pm**  
**Course Schedule**

<b>No</b>	<b>Topic</b>	<b>Duration</b>	<b>Time</b>
1	Opening and Introduction	10 Minutes	08:30 – 08:40
2	Pre-test	10 Minutes	08:40 – 08:50
3	General Do's and Don'ts	30 Minutes	08:50 – 09:20
4	Preparing for the occasion	30 minutes	09:20 – 09:50
5	Profiling the audience	20 minutes	09:50 – 10:10
6	Profiling the location	20 minutes	10:10 – 10:30
	Tea break	15 Minutes	10:30 – 10:45
7	Defining your aims and objectives	20 Minutes	10:45 – 11:05
8	Presenting what you have	30 minutes	11:05 – 11:35
9	Utilizing different aides	25 Minutes	11:35 – 12:00
	Lunch and prayer	1 Hour	12:00 – 01:00
10	Strategies for improving oral presentation	40 Minutes	01:00 – 01:40
11	Handling questions	30 minutes	01:40 – 02:10
12	Practice	1 Hour	02:10 – 03:10
	post-test / Closing	20 Minutes	3:10 – 03:30