

COURSE DESCRIPTION

W081 – Presentation Techniques – Performing and convincing successfully

Course goal

Success depends significantly on our communication. Draw the consequences and perform professionally. Strengthen your verbal and nonverbal expression: competent, elegant, dynamic and relaxed! This will help you to act more confidently and communicate in negotiations, presentations or in personal conversations in a convincing and engaging way.

Main learning objectives

Upon completion of the course, you will be able to

- Apply techniques of confident performance
- Construct speeches effectively
- Speak in a comprehensible manner
- Convince with personality, a good voice and decisive intonation
- Put yourself in focus in PowerPoint presentations
- Enhance your self-esteem in speeches
- Use humor to create a friendly appearance
- Deal with stage fright.

Participant profile

Technical and managerial staff, scientists, development, marketing and sales personnel, project and product manager, consultants, etc. from clients and ABB companies

Prerequisites

This course addresses women and men who want to improve their oratory skills.

Topics

- Confident performance: body language, gestures, speaking, voice
- Speech constructs
- Rhetorical devices
- Useful formulations for presentations and meetings
- Nervousness – assets and drawbacks
- Presentation preparation

Course type

This is a face-to-face class room training with min. 6 and max. 12 participants.

Learning methods and tools

The oratory skills training is based on elementary acting techniques, adapted to communication in the business world.

Short theory inputs are followed by a variety of practical exercises. You develop effective delivery skills and enhance your authentic demeanor in front of a group. A video camera will be used in some exercises to better compare self-image and outer perspective.

Laptop or tablet is required to have access to the e-documentation. Please bring your own device.

Duration

2 days