

Professional presentation design

*Geneva (Switzerland)*

*24 - 28 August 2026*

UK Training

**PARTNER**



## Professional presentation design

Code: PS28 From: 24 - 28 August 2026 City: Geneva (Switzerland) Fees: 4700 Pound

### Introduction

In this course, participants will learn the differences between various communication styles and develop a Win-Win mindset to become effective in any situation. By using the four pillars of communication, participants will gain the skills to determine the outcomes they want from any situation through influencing and persuasion. They will also build rapport, track their progress, and remain flexible to adapt to changes. Additionally, participants will identify common communication failures and learn practical solutions to resolve them.

Being an effective communicator and influencer also requires confidence and professionalism when presenting. In this course, participants will receive live coaching on their presentation style, learning best practices for using their voice, body movements, and word choice. Through repetition, they will gradually build their confidence. The course will also teach participants how to structure a well-organized presentation and interact professionally with visual aids like PowerPoint.

### Course Objectives

- Utilize the four pillars of effective communication to communicate more impactfully.
- Handle difficult conversations confidently without feeling guilty.
- Apply a Win-Win mindset to assert yourself in conversations.
- Design and deliver an impactful, professional presentation.
- Overcome anxiety and gain confidence in presenting.
- Enhance professional communication skills for managing projects with project managers and department heads.

### Course Outlines

#### Day 1: The Four Pillars of Effective Communication

- Know your outcome: How to set clear communication goals.
- Building rapport quickly and easily: Techniques to establish trust from the outset.
- Sensory acuity and its importance: Understanding body language and non-verbal cues.
- Flexibility & Change: Adapting to different communication styles.
- The 3 channels of communication: Utilizing voice, gestures, and body language.
- Identifying preferred communication styles: Recognizing your own style and others' preferences.

#### Day 2: Handling Difficult Conversations

- Using the ACHE model to diffuse tension: Practical techniques to manage tough conversations.
- Giving honest feedback: How to provide feedback constructively.
- Preparing for typical responses to feedback: Anticipating and handling reactions.

UK Training  
**PARTNER**



- The Win-Win mindset: How to embrace this approach for assertiveness.
- Passive, assertive, and aggressive behaviors: How to assert yourself effectively.
- Exploring the Life Positions model: Understanding the dynamics of communication.

### Day 3: Designing a Professional Presentation

- The 5 key elements of a strong presentation.
- What problem?: How to clearly define the problem your presentation addresses.
- PowerPoint: Uses and flaws: How to effectively utilize PowerPoint for your presentations.
- Other presentation methods: Exploring alternative ways to present.
- Simplicity in design: The importance of keeping designs clean and focused.
- Logical arrangement of slides: Structuring your slides for coherence.
- Using illustrations: How images support your message.
- Design continuity between slides: Ensuring visual consistency throughout.
- Avoid verbosity: How to keep your message concise.
- Use of charts and colors: Enhancing understanding with visuals and color coordination.
- Linking Excel and Word files with PowerPoint: How to integrate documents into your presentation.

### Day 4: Delivering an Impactful Presentation

- The 3 channels of communication in presenting: How to engage through voice, body language, and words.
- Posture: Using your body to convey confidence.
- Legs, feet, arms, and hands: Gestures that reinforce your message.
- Gestures: Effectively using hand movements to support your presentation.
- Presenting without notes or props: Developing confidence to speak freely.
- Using your voice: How to use tone, pace, and inflection for impact.
- Facial expressions: Conveying emotions through your face.
- Words and tone: How word choice and voice tone affect engagement.
- Interacting with the audience: Creating a connection through verbal and non-verbal communication.

### Day 5: Overcoming Anxiety when Presenting

- Planning and preparation: The key to reducing nervousness.
- Rehearsal: The importance of practicing your presentation.
- Top tips for calming nerves: Techniques to manage anxiety before and during your presentation.
- Visualizing success: The power of mental preparation for confidence.
- Powerful communication skills: How small adjustments can make big changes.
- Understanding perceptions and how we create them: Knowing how your communication is perceived.
- Staying calm in a crisis: Techniques to maintain composure under pressure.

### Why Attend this Course: Wins & Losses!

- If you want to design professional presentations that captivate your audience, this course is perfect for you.
- Learn advanced presentation design techniques that will help you create impactful presentations using PowerPoint and other tools.
- Enhance your professional presentation skills to communicate confidently and persuasively.
- This course offers hands-on practice with PowerPoint design and strategies to deliver your message clearly and effectively.
- Whether you're looking to improve presentation design or boost your presentation delivery skills, this course

UK Training  
**PARTNER**



will provide you with the tools to succeed.

## Conclusion

This course equips you with essential skills for creating and delivering professional presentations. From mastering PowerPoint design to perfecting your presentation delivery techniques, you will gain the confidence and ability to impress your audience every time. With a focus on the best presentation practices, you will leave this course ready to deliver high-impact presentations that will take your career to the next level.

## Blackbird Training Cities

### Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)



Podgorica (Montenegro)



Batumi (Georgia)



Salzburg (Austria)



Florence (Italy)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Athens (Greece)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



## Blackbird Training Cities

### USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

### ASIA



Baku (Azerbaijan)  
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne (Australia)  
(Kuwait)



Phuket (Thailand)



Shanghai (China)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City



Seoul (South Korea)



Pulau Ujong (Singapore)



Irbid (Jordan)



Jakarta (Indonesia)



Amman (Jordan)



Beirut

UK Training  
**PARTNER**

## Blackbird Training Cities

### AFRICA



Kigali (Rwanda)



Cape Town ( South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



## Blackbird Training Clients

 <p><b>MANNAI CORPORATION</b> MANNAI Trading Company WLL, Qatar</p>	 <p><b>GAC</b> UNE FILIALE D' EGA Alumina Corporation Guinea</p>	 <p><b>Booking.com</b> Booking.com Netherlands</p>	 <p><b>OXFAM</b> Oxfam GB International Organization, Yemen</p>	 <p><b>Capital Markets Authority</b> Kuwait</p>
 <p><b>WS</b> Waltersmith Petroman Oil Limited Nigeria</p>	 <p><b>QNB</b> Qatar National Bank (QNB), Qatar</p>	 <p><b>Qatar Foundation</b> Qatar</p>	 <p><b>AFRICAN UNION ADVISORY BOARD ON CORRUPTION</b> Tanzania</p>	 <p><b>KFAS</b> Kuwait Foundation for the Advancement of Sciences KFAS Kuwait</p>
 <p><b>Reserve Bank of Malawi</b> Malawi</p>	 <p><b>Central Bank of Nigeria</b> Nigeria</p>	 <p><b>Ministry of Interior Kingdom of Saudi Arabia</b> Ministry of Interior, KSA</p>	 <p><b>Mabruk Oil Company</b> Libya</p>	 <p><b>Saudi Electricity Company</b> KSA</p>
 <p><b>BPKH</b> Badan Pengelola Keuangan Haji BADAN PENGELOLA KEUANGAN Haji, Indonesia</p>	 <p><b>NATO Italy</b></p>	 <p><b>ENI</b> ENI CORPORATE UNIVERSITY, Italy</p>	 <p><b>GULF BANK</b> Gulf Bank Kuwait</p>	 <p><b>General Organization for Social Insurance</b> KSA</p>
 <p><b>Defence Space Administration</b> Nigeria</p>	 <p><b>National Industries Group (Holding)</b> Kuwait</p>	 <p><b>Hamad Medical Corporation</b> Qatar</p>	 <p><b>USAID</b> Pakistan</p>	 <p><b>STC</b> STC Solutions, KSA</p>
 <p><b>North Oil Company</b> North Oil company,</p>	 <p><b>EKO</b> EKO Electricity</p>	 <p><b>OMAN BROADBAND</b> Oman Broadband</p>	 <p><b>UNITED NATIONS</b> UN.</p>	 <p><b>Authority for Electricity Regulation</b> Oman</p>

UK Training  
**PARTNER**

## Blackbird Training Categories

### Management & Admin

Entertainment & Leisure  
Professional Skills  
Finance, Accounting, Budgeting  
Media & Public Relations  
Project Management  
Human Resources  
Audit & Quality Assurance  
Marketing, Sales, Customer Service  
Secretary & Admin  
Supply Chain & Logistics  
Management & Leadership  
Agile and Elevation

### Technical Courses

Artificial Intelligence (AI)  
Hospital Management  
Public Sector  
Special Workshops  
Oil & Gas Engineering  
Telecom Engineering  
IT & IT Engineering  
Health & Safety  
Law and Contract Management  
Customs & Safety  
Aviation  
C-Suite Training



 International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom

 +44 7401 1773 35  
+44 7480 775526

 Sales@blackbird-training.com

 www.blackbird-training.com

UK Training  
**PARTNER**

