BLACKBIRD FOR TRAINING

Presentation Skills

21 – 25 June 2027
Accra (Ghana)



Presentation Skills

Ref: 3255133_332738 **Date:** 21 – 25 June 2027 **Location:** Accra (Ghana) **Fees:** 4200 GBP

Introduction

Presentation skills are among the most valuable professional abilities in today's workplace. They go beyond sharing information to include persuading audiences, building trust, and inspiring action. Strong presentation skills help individuals communicate ideas clearly, gain confidence, and create lasting impact. This course focuses on practical techniques and structured steps to help participants prepare and deliver professional, engaging, and impactful presentations. It blends theory with hands-on exercises to ensure real skill development.

Course Objectives

By the end of this course, participants will be able to:

- Understand the core principles of effective presentation skills.
- Prepare clear and organized presentation content.
- Use body language and voice control to deliver messages with impact.
- Apply strategies to manage nerves and build confidence.
- Utilize visual aids effectively to support communication.
- Engage audiences through interaction and dialogue.
- Deliver complete, professional presentations that achieve objectives.

Course Outlines

Day 1: Fundamentals of Effective Presentations

- What presentation skills are and why they matter.
- Elements of a successful presentation.
- Common mistakes to avoid.
- Understanding different audience types.
- The role of the presenter in building trust.
- Initial self-assessment exercise.



Day 2: Preparing and Structuring Content

- Steps for planning a professional presentation.
- Defining the main purpose and key message.
- Organizing ideas in a logical flow.
- Writing engaging introductions and impactful conclusions.
- Designing clear and simple visual slides.
- Workshop: preparing a short presentation.

Day 3: Delivery and Communication Skills

- Using tone of voice to capture attention.
- The importance of body language and gestures.
- Maintaining effective eye contact.
- Managing time during presentations.
- Techniques for overcoming anxiety and nervousness.
- Group exercise: practice presentation delivery.

Day 4: Audience Interaction

- Techniques to capture and hold attention.
- Handling different types of questions.
- Managing objections with confidence.
- Encouraging audience participation.
- Real-world examples of impactful presentations.
- Interactive simulation: audience engagement practice.

Day 5: Practical Application and Evaluation

- Participants deliver final presentations.
- Individual and group feedback sessions.
- Identifying strengths and areas for improvement.
- Developing a personal plan for presentation growth.
- Review of key concepts covered in the course.
- Certificate distribution and closing remarks.



Why Attend This Course? Wins & Losses!

- Gain practical knowledge of presentation skills.
- Learn to prepare structured and persuasive presentations.
- Build confidence in public speaking.
- Improve the use of visuals and supporting tools.
- Strengthen audience engagement and communication.
- Master persuasion and influence techniques.
- Access proven strategies used in global best practices.
- Enhance career growth and professional presence.

Conclusion

Presentation skills are not just about standing in front of an audience—they are a strategic tool to communicate ideas, inspire confidence, and influence decisions. Through this course, participants gain practical methods and tested techniques to deliver professional, clear, and impactful presentations.

Developing these skills is an investment that enhances both personal and professional performance, ensuring a stronger presence and greater effectiveness in every situation.

