Communication and Presentation Skills

COURSE OBJECTIVE: The purpose of this course is to develop communication and presentation skills among the professionals so as to help them in their own as well as the organizational growth. The purpose is also to make them more confident in presentations.

We also undertake consultancy projects on Personality Development. We assure transformation of those employees which the organization considers to have the potential for higher roles. Results are visible within 4-8 months.

RECOMMENDED COVERAGE: As per organizational need

PREREQUISITE REQUIREMENT: As per organizational need

COURSE COVERAGE & STRUCTURE:

- ✓ Introduction and Expectations
- ✓ Communication Cycle
- ✓ Importance of Sender, Receiver, Media, Environment & Feedback
- ✓ Understanding your audience
- ✓ Verbal and Non-verbal
- ✓ Communication Style Inventory
- ✓ Body Talk
- ✓ Report Writing
- ✓ Email Etiquettes
- ✓ Telephone Etiquettes
- ✓ Effective Listening & Listening style
- ✓ Role plays
- ✓ Empathy
- ✓ Do's and Don'ts for Communication
- ✓ Role Plays, Exercise, Videos
- ✓ Tips for presentation
- ✓ Role Plays, Exercise, Videos
- ✓ Tips to build confidence
- ✓ Post Session Evaluation
- ✓ Question and Answer Session
- ✓ Further Road Map

COURSE METHODOLOGY:
Entire course will be based on interactive discussions with examples, exercises and role- play