

# **Business Communication for Professionals**

## **Part II - Improving Presentation and Public Speaking Abilities**

(Tools & Techniques to create & deliver successful presentations)

(Linked to Part I)

Presenting your ideas needs a lot background work that ranges from research on the topic to be presented, to filtering information, developing content using the principles of written communication, and planning the “Presentation Story-board” to actually delivering the idea. As a professional, your ability to express thoughts, ideas and plans in written and oral format is extremely important as it creates the first impression on the reader and listener. The first impression taken is not about the thought, idea or plan; it is about your structuring and method of presenting the content. There exists a directly proportional relationship between the quality of the content (how the content is structured) and the interest level of the reader / listener.

The Presenter is also part of the Presentation....this means the presenter’s ability to align his/her movements, visual signs, audibility & clarity, command over vocabulary and yet keeping the audience engaged and awake are all mandatory components of the Oral Communication

In today’s business world, managers and executives, indeed all employees of an organization must possess excellence in written and oral communication. The visible difference between employees who are on Fast Track of their careers with high growth rates and average growth rate is the command over business communication; Written and Oral both.

### **Training Outcome**

Linking with perquisite workshop **Business Communication for Professionals Part I - Improving Written Business Communication - Tools & Techniques for improving written communication skills** this course will

- Understanding of Verbal / Oral communication
- Have an Opportunity to address Stage Fright and Face the Audience
- Develop hands-on presentations and presenting your idea
- Note: this course is about Microsoft PowerPoint or any other Software tool, it is about “HOW” Presentations are to be structured and delivered

## **Communication Module I – Introduction to Oral Messages and Communication**

- Types of Oral Presentations
- Steps for Preparing Effective Oral Presentation
- Ways of delivering oral message
- Techniques for effective oral message delivery
- Techniques for effective nonverbal message delivery
- Increase Listening Skill and Filtering Noise to get Real Message

## **Communication Module II – Facing the Crowd**

- Hands on Personalized Exercise for Public Speaking and Reducing Stage Fright
- Each Participant is required to attempt for Public Speaking and reducing Stage Fright

## **Communication Module III – Strategies for Building and Presenting a Presentation**

- Presentation – understanding how to structure your presentations
- Presentation – staying the course; eliminate unnecessary details
- Hands-on exercise for building presentations and presenting

### ***Who Should Attend?***

This Course is highly beneficial for All the Aspiring and Progressive Executives, Assistant Managers, Supervisors or Team Leaders who need to improve & enhance their Written Business Communication abilities in a multifaceted business and workplace environment.

### ***These include:***

- New and Prospective Managers
- Team Leaders & Members
- Department, Unit or Division Managers
- Line Managers
- Supervisors
- Support Managers,
- Executives
- In-charges