

Day Long Training on

PRESENTATION SKILLS & PUBLIC SPEAKING FOR BUSINESS

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Objectives:

Throughout our careers and perhaps in our personal lives, we are required to make presentations quite often. The fear of doing presentations never really disappears, but we can learn some strategies for overcoming our fears. The first and most important is the skill in delivering your message. Once we know the "ingredients" of what makes a successful presentation, we can enhance our skills through practise. This course is designed to develop and enhance the skills necessary for effective presentations. Through planning, preparation, delivery and feedback, each participant will gain the confidence to deliver messages across.

The objective of Public Speaking for Business is to Prepare participants to speak with greater control and charisma in front of others. Help participants choose the right amount of information to share with different audience groups. Provide those who attend with several techniques to engage their audiences immediately. The objective of the speech might be to instruct, influence, engage, educate, or entertain the listeners. Importance of public speaking comes in handy at every important event of our lives. We combine both Presentation Skill and Public Speaking for Business together as these are intertwined for various reasons.

Learning outcome:

- Develop ways to control nervousness when presenting.
- Recognize the components of dynamic vocal quality.
- Demonstrate how to use body language and gesture for impact.
- Analyze how to engage an audience.
- Create a dynamic presentation.
- Summarize how to effectively use visuals.
- Explain the goals and benefits of public speaking
- Recognize communication apprehension and explain how to reduce it
- Describe how public speaking can be used to advocate or create change
- Recognize the social and historical contexts of speech, oratory, and rhetoric And to identify key principles in public speaking for business
- Identify key principles of effective public speaking
- Describe delivery techniques for use during a public speech
- Identify the role and importance of your audience
- Discuss tips and tricks to giving an effective speech

SPEAKER'S PROFILE



M Ahsan Ullah Khan
Management Consultant

M Ahsan Ullah Khan, is an HR & administrative, brand, media & corporate communication expert, trainer, motivational speaker, and author. Mr Ahsan Ullah Khan has more than 23 years of experience in the hr & administrative, media & communication profession spanning several industries and serving in corporate and development areas apart from facilitating, teaching and training in different private universities, training institutes and banking institutes. Currently he is working as EVP & Head of HR & Head of PR & Brand Communication in Standard Bank Ltd. Earlier he was the Head of Marcom & CorpCom in Linde Bangladesh Ltd. Prior Linde he did work for Chevron as Head of Media & Communication.

In fact, he ventured development, telecom and banking sectors. He taught business communication, Organisational Behaviour, Human Resource and Professional English in many institutions including private universities and banks' institutes.

M Ahsan Ullah Khan started his career initially in teaching Communicative English both for young and adult learners in 1990 at different INGOs and institutions. Initially, he started working as part time faculty in Asian University in 1997. Later on he moved to Save the Children UK and ActionAid Bangladesh as Media & Communications capacity.

He did work for 4 leading private commercial banks, multinationals in oil & gas sector, telecommunication sector in Corporate Affairs, Marketing and HR & Admin capacity. At the time of serving in the abovementioned organisations he was involved in conducting sessions on business communication & Professional English for different level participants. He taught as an adjunct Faculty at International Islamic University Chittagong, Dhaka Campus, ASA University, Asian University of Bangladesh, Northern University Bangladesh, South East University, Institute of Cost Management Accountant, Bangladesh and Institute of Chartered Secretaries and Managers Bangladesh. Presently he is taking classes as an adjunct faculty of Sonargaon University.

Mr Ahsan is a management trainer of British Council Resource Centre, Dhaka where he provides training on Business English, Business Communication, Leadership and Teambuilding, Presentation Skill, Workplace Etiquette & Manner, Managerial Communication, Time Management, Negotiation Skill, PR & Brand Communication, Media Relations and Crisis Communication, HR Branding, Report Writing, HR Practices, Interview Techniques & Resume Writing. He provided training to many multinationals and national corporate bodies, INGO's including Nielsen Bangladesh, C&S Sourcing, Navana, Best Air, BEXIMCO, RAHIMAFROOZ, PROTHOMALOJOBS.COM, DCCI, Bengal Group, Regency Group, Save the Children, ActionAid and HCDL.

Based on his learning, experience and expertise he wrote two books on Communicative English titled: Brush Up Your English & Step Towards English (containing audio CDs), the first of such kind in Bangladesh and more recently he wrote a book titled, Communication That Works. Communication That Works has got much momentum among the people from business sector to development sectors. In a year time, the publisher went for 3rd edition because of the demand raised by corporate bodies. He has translated books and articles too on diverse interests.

Mr Khan attended several trainings on communications from Hill & Knowlton, BBC, NIMCO (National Institute of Mass Communication), Chevron Corporate, Marketing Institute of Singapore and ActionAid UK.

He is a regular News Presenter of Bangladesh Television and Bangladesh Betar. He also appears as a Resource Person in Career Show Programmes in different electronic media. He is the former treasurer of News Presenters' Society of Bangladesh, Associate member of National Press Club, member of Bangla Academy, Member of Asiatic Society Bangladesh, EC member, Press Institute Bangladesh Journalist Alumni Association and a fellow member of BSHRM (Bangladesh Society for Human Resource Management).



Course Content

- Ice breaking, Introduction, overview of the course
- Know Your Audience
- Plan your Presentation
- Be Organised
- Technology- The Importance
- Presentation Formation
- Setting clearly defined Objectives
- Audience Analysis
- Importance of Openings and Closings
- Effective Presentation Skills
- Winning strategies for Effective Presentation,
- Use of paralanguage, Presentation means of communication
- Avoid jargon in presentation
- Use of visual aids
- Establish credibility
- Points to remember
- Plan A & B
- Intro & Outro, KISS of success, Four keys to success
- Suggestive expressions and choice of words for modern communications
- Group work and presentation on different topics
- Role play activity in group on selective topics
- The first step is to create a public speaking outline and choose a structure that suits the topic, goal, and audience. A common structure is the three-part model, which consists of an introduction, a body, and a conclusion.

Training Methodology

Presentation | Facilitator feedback | Discussion | Brainstorming/ mind mapping | Peer feedback | Q & A | Exercises/Games | Practice | Display



Fees: BDT 2,500/- +VAT



September 22, 2023



09:30 AM - 05:30 PM



NRB Jobs Training Room
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