



Effective Presentations

Course Specifications

Course number: 088601

Course length: 1 day

Course Description

Without a dynamic and coherent presentation, even stellar ideas can fail to convince your audience. In this course, you will learn active listening skills to facilitate the exchange of ideas in meetings and presentations. You will also organize your ideas to create coherent and convincing oral presentations, while also utilizing available visual aids and using public-speaking techniques to strengthen your delivery. You will also prepare strategies for business meetings and learn to conduct meetings efficiently.

Course Objective: You will effectively participate in and conduct meetings, as well as deliver professional presentations.

Target Student: This course is designed for individuals who need to present information effectively in a professional environment.

Prerequisites: To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge:

- Business Writing: From Email to Business Proposals
- Grammar Essentials
- Microsoft Office Word 2003: Levels 1, 2, and 3
- Microsoft Office Outlook 2003: Levels 1, 2, and 3

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Listen in an active, engaged manner and take good notes.
- Participate in, organize, and conduct a meeting.
- Organize, write, and deliver a professional presentation.

Course Content

Lesson 1: Listening and Taking Notes

Topic 1A: Listen Effectively

Topic 1B: Take Good Notes

Lesson 2: Participating in and Conducting a Meeting

Topic 2A: Participate in a Meeting
Topic 2B: Decide to Meet
Topic 2C: Prepare for a Meeting
Topic 2D: Run a Meeting
Topic 2E: Conduct an Online Meeting

Lesson 3: Delivering Presentations

Topic 3A: Organize Material
Topic 3B: Write a Presentation
Topic 3C: Prepare Visuals
Topic 3D: Deliver a Presentation
Topic 3E: Respond to Questions

Appendix A: Business Letter Speech

Appendix B: Truck Rollover Agenda

Appendix C: Notes on Japanese Negotiation

Appendix D: Outline on Japanese Negotiation