



# Presentation and Facilitation Skills

*“From speaking to influencing—master the art of communication.”*

## COURSE OVERVIEW

This course develops the essential skills required to deliver impactful presentations and facilitate engaging discussions in professional settings. Participants will learn how to structure clear messages, use visual and verbal communication effectively, and confidently engage audiences. The program also focuses on facilitation techniques that encourage participation, manage group dynamics, and lead productive meetings and workshops.

## TARGETED AUDIENCE

- Managers and team leaders
- Trainers and facilitators
- Sales and marketing professionals
- Project managers and coordinators
- Employees involved in meetings, presentations, or client communication
- Anyone seeking to improve public speaking and facilitation skills

## COURSE OBJECTIVES

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

- 1 Deliver clear, structured, and engaging presentations
- 2 Use verbal and non-verbal communication effectively
- 3 Design impactful presentation content and visuals
- 4 Build confidence when speaking in front of groups
- 5 Facilitate meetings, workshops, and group discussions effectively

# COURSE OUTLINE

## Module 1

### Foundations of Effective Communication

- Principles of effective communication
- Understanding audience needs
- Barriers to communication and how to overcome them
- Building confidence and presence

## Module 2

### Structuring Powerful Presentations

- Planning and organizing presentation content
- Creating clear key messages
- Storytelling techniques in presentations
- Opening and closing effectively

## Module 3

### Delivery Skills and Impact

- Voice control and tone of delivery
- Body language and stage presence
- Managing nervousness and building confidence
- Engaging and maintaining audience attention

## Module 4

### Visual Aids and Tools

- Designing effective slides and visuals
- Using data and visuals to support messages
- Avoiding common presentation mistakes
- Leveraging technology for presentations

## Module 5

### Facilitation and Audience Engagement

- Principles of effective facilitation
- Managing group discussions and workshops
- Handling questions and difficult participants
- Encouraging participation and collaboration

## CONTACT INFORMATION

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