

PRESENTATIONS AND COMMUNICATIONS SKILLS TRAINING

This training programme will be practical, dynamic and motivational to give employees the know-how and confidence to make an effective presentation.

This 2 day presentation and communications skills training will help and motivate employees to empower them and enhance their presentation and communication skills for the benefit of the employee and the company as a whole, their target audiences and clients and inter personal relationships.

The 2 day programme covers the following principal topics:

DAY 1: THE POWER OF COMMUNICATIONS
DAY 2: PRESENTATIONS AND ADVERTISEMENTS FOR RELATIONSHIPS AND RESULTS

- A feature of the training is a pre-workshop questionnaire that is completed prior to the workshop and a post workshop questionnaire to be completed at the end of the training programme.
- The training will include group workshop case studies in order to provide practical applications for the benefit of the delegates.

PRESENTATIONS AND COMMUNICATIONS SKILLS TRAINING

DAY ONE: THE POWER OF COMMUNICATIONS

- SESSION 1: THE IMPORTANCE OF COMMUNICATIONS**
WORKSHOP CASE STUDY
- SESSION 2: COMMUNICATIONS WITH CONFIDENCE**
WORKSHOP CASE STUDY
- SESSION 3: COMMUNICATION CHANNELS AND APPLICATIONS**
WORKSHOP CASE STUDY
- SESSION 4: UNDERSTANDING YOUR AUDIENCE**
WORKSHOP CASE STUDY

DAY TWO: PRESENTATIONS AND ADVERTISEMENTS FOR RELATIONSHIPS AND RESULTS

- SESSION 1: DEVELOPING THE CORPORATE AND BUSINESS PROFILE**
WORKSHOP CASE STUDY
- SESSION 2: COMMUNICATING TO STAKEHOLDERS**
WORKSHOP CASE STUDY
- SESSION 3: ADVERTISEMENTS THAT WORK**
WORKSHOP CASE STUDY : Does advertising work?
- SESSION 4: THE CHAMPION PRESENTER**
POST-WORKSHOP QUESTIONNAIRE

“TELL THEM WHAT YOU ARE GOING TO TELL THEM”

“TELL THEM “

“TELL THEM WHAT YOU JUST TOLD THEM”

*A detailed agenda for the above training programmes can be provided to you upon request. We will also forward you the profile of the trainer and the relevant testimonials. The above training programmes can be conducted as in-house workshop or a public workshop. The agenda can be customised according to your business model and requirements.
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