Training on Communication and Presentation Skills

Professional Development Training Course Outline

Category	Business	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Effective communication and presentation skills are essential for professionals across all industries. In today's competitive environment, the ability to convey ideas clearly, engage audiences, and present information confidently can make the difference between success and failure. The Training on Communication and Presentation Skills is designed to help individuals enhance their communication abilities, boost their presentation confidence, and develop strategies for engaging and impactful delivery. Whether you're presenting to a small group, a large audience, or even during virtual meetings, mastering these skills is crucial for building strong relationships and achieving business goals.

This course emphasizes the importance of both verbal and non-verbal communication techniques, as well as how to tailor your message to different audiences and settings. From structuring a persuasive argument to using visual aids effectively, participants will learn practical skills for delivering messages that resonate with listeners. The course is particularly focused on interactive techniques, giving participants the opportunity to practice their skills in a safe and supportive environment.

Programme Curriculum

Training on Communication and Presentation Skills

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As organizations increasingly rely on collaboration and digital presentations, clear communication becomes even more essential. Professionals with strong communication skills can influence decision-making, resolve conflicts, and motivate teams. This training equips participants with a comprehensive toolkit of communication strategies that can be applied in various professional settings, ensuring they are prepared for a wide range of scenarios, including public speaking, business meetings, and presentations to stakeholders

Course Duration

5 Days

Course Objectives

1. Enhance verbal and non-verbal communication skills.
2. Learn how to structure and deliver a compelling presentation.
3. Understand the psychology of communication and how it influences audience reception.
4. Develop strategies for managing nerves and anxiety before and during presentations.
5. Gain proficiency in using visual aids and technology to support presentations.
6. Learn techniques for engaging diverse audiences and adapting to their needs.
7. Master the art of storytelling to create persuasive and memorable presentations.
8. Improve the clarity and conciseness of communication, especially in business settings.
9. Gain practical skills for communicating in virtual environments.
10. Build confidence and public speaking skills through continuous practice and feedback.

Organizational Benefits

1. Enhanced employee communication skills lead to improved collaboration.
2. Increased effectiveness in delivering key messages to both internal and external audiences.
3. Greater ability to manage presentations, meetings, and conferences.
4. Improved confidence and professional presence among team members.
5. Strengthened leadership capabilities by effectively communicating vision, goals, and strategies.
6. More engaging and productive team discussions and brainstorming sessions.
7. Increased organizational transparency through clearer communication of goals and results.
8. Better customer and client interactions, contributing to improved relationships.
9. More efficient conflict resolution and negotiation through improved communication.

10. Higher employee morale and satisfaction from fostering an environment of open communication.

Target Participants

- Business professionals and executives.
- Managers and team leaders seeking to improve leadership and presentation skills.
- Sales and marketing teams who need to pitch ideas and communicate with clients.
- HR professionals looking to enhance communication during recruitment and employee relations.
- Entrepreneurs and start-up founders aiming to present their business ideas effectively.
- Individuals seeking career advancement by improving their communication abilities.
- Educators and trainers who need to enhance their classroom or training sessions.

Course Outline

Module 1: Fundamentals of Effective Communication

1. The role of communication in professional and personal success.
2. Key elements of effective communication: clarity, tone, and body language.
3. Understanding your audience and tailoring your message.
4. Overcoming barriers to communication and ensuring understanding.
5. Case study: How effective communication improved a company's internal processes.

Module 2: Structuring and Designing Compelling Presentations

1. The art of organizing content to engage and inform.
2. Crafting an introduction, body, and conclusion that captivates the audience.
3. Techniques for simplifying complex information.
4. Effective use of PowerPoint and other presentation tools.
5. Case study: A successful product pitch presentation that secured investment.

Module 3: Mastering Non-Verbal Communication

1. Understanding body language and its impact on your message.
2. Maintaining eye contact, posture, and facial expressions for impact.
3. How gestures and movement enhance or detract from your presentation.
4. The role of tone, pitch, and pacing in delivering effective communication.
5. Case study: Analyzing the non-verbal communication of influential speakers.

Module 4: Managing Public Speaking Anxiety

1. Identifying the causes of presentation anxiety and overcoming them.
2. Breathing and relaxation techniques for calming nerves before speaking.
3. Strategies for building confidence and staying composed during presentations.
4. Visualization and mental preparation for successful communication.
5. Case study: A manager's journey to overcoming stage fright and delivering a successful keynote speech.

Module 5: Engaging Your Audience

1. Techniques for keeping your audience interested and involved.
2. Asking the right questions and using interactive methods.
3. Storytelling and anecdotes as tools for engagement.
4. Handling questions and feedback from your audience with professionalism.
5. Case study: A CEO's engaging speech that inspired action and commitment from employees.

Module 6: Virtual Presentations and Communication

1. Adapting your communication skills for online platforms (Zoom, Teams, etc.).
2. Maintaining engagement and interaction in virtual presentations.
3. Technical considerations and overcoming common online presentation challenges.
4. Using visual aids and chat features effectively in virtual meetings.
5. Case study: How a virtual presentation helped a non-profit organization connect with global supporters.

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

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