



IgniteMinds Ltd.

Effective Communication and Presentation Skills

Price: \$3,150

Objective:

The Effective Communication and Presentation Skills course aims to enhance participants' abilities to communicate confidently, persuasively, and effectively in various professional settings. Participants will develop strong verbal and non-verbal communication skills and learn how to create and deliver impactful presentations that engage and influence their audience.

Week 1: Introduction to Effective Communication

- Understanding the importance of effective communication in personal and professional life
- Elements of effective communication: clarity, conciseness, and coherence
- Overcoming communication barriers and improving listening skills

Week 2: Verbal Communication Skills

- Articulation and pronunciation for clear and confident speech
- Vocal tone, pace, and emphasis to convey messages effectively
- Using positive language and avoiding common communication pitfalls

Week 3: Non-Verbal Communication

- The power of body language in communication
- Understanding and interpreting non-verbal cues
- Aligning verbal and non-verbal messages for enhanced impact

Week 4: Active Listening and Empathy

- The importance of active listening in effective communication
- Empathetic communication: understanding and connecting with others
- Techniques for active listening and improving comprehension

Week 5: Building Effective Business Relationships

- The role of communication in relationship-building
- Developing rapport and trust with colleagues and clients
- Handling conflicts and difficult conversations with diplomacy

Week 6: Structuring and Organizing Presentations

- Planning and outlining a presentation for maximum impact
- Identifying the audience's needs and expectations
- Using storytelling and visual aids to enhance presentations

Week 7: Engaging and Persuasive Presentations

- Techniques for capturing and maintaining audience attention
- Using persuasive language and influencing the audience's opinions
- Overcoming nervousness and building confidence in public speaking



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Week 8: Diversity and Inclusion

- Understanding the importance of diversity and inclusion in communication
- Techniques for inclusive communication
- Addressing unconscious bias and promoting equity

Week 9: Truth and Reconciliation

- The role of truth and reconciliation in communication
- Communicating with empathy and respect
- Strategies for fostering a culture of reconciliation

Week 10: Handling Q&A Sessions and Audience Interaction

- Strategies for managing question-and-answer sessions effectively
- Dealing with challenging questions and maintaining professionalism
- Encouraging audience participation and engagement

Week 11: Presenting Data and Complex Information

- Presenting data and statistics clearly and coherently
- Visualizing data with charts, graphs, and infographics
- Ensuring data accuracy and credibility in presentations

Week 12: Virtual Presentation Skills

- Adapting communication and presentation techniques for virtual settings
- Overcoming challenges in online presentations and meetings
- Utilizing technology and interactive tools for virtual engagement

Assessment and Evaluation

- In-class presentations and feedback sessions
- Written assignments on communication improvement strategies
- Final presentation: Participants will deliver a persuasive presentation on a chosen topic.