



Crystal Lean Solutions

Training
Academy

Effective Presentation Skills



Effective Presentation Skills

DURATION:	1 Day
ACCREDITATION:	Crystal Lean Solutions
COURSE CODE:	1006

AIM:

The aim of the Effective Presentation Skills programme is to equip you with the confidence, structure, and delivery techniques to create and deliver impactful presentations tailored to your audience.

OBJECTIVES:

At the end of the course, learners will be able to:

- ✳ Understand the key elements of an effective presentation.
- ✳ Structure content for clarity, engagement, and impact.
- ✳ Develop confident verbal and non-verbal communication skills.
- ✳ Adapt your delivery to suit audience needs and settings.
- ✳ Use visual aids and storytelling to enhance understanding.

THIS PROGRAMME IS FOR:

The Effective Presentation Skills programme is suitable for anyone who delivers presentations in a business or professional setting, including but not limited to:

- ✳ Managers and Team Leaders
- ✳ Sales and Marketing Professionals
- ✳ Engineers, Consultants, and Technical Experts
- ✳ Trainers and Facilitators
- ✳ Graduate and Early Career Professionals

PROGRAMME CONTENT:

Designing a highly effective presentation

- * Understand your audience and their requirements.
- * Identify key Objectives of your presentation.
- * Designing your presentation – beginning, middle and end
- * Building clear and simple PowerPoint slides that support you when delivering presentation.
- * Key skills to design an impactful presentation.
- * Using language to create impact.
- * Developing visual aids.

Deliver highly effective presentation

- * Connecting with your audience – audience perception
- * Building confidence – voice, language, and words you use
- * Using your body language, voice, and language for maximum impact
- * Choosing the right language and approach for different parts of your presentation
- * Managing nerves
- * Use of presentation aids
- * Dealing with difficult questions

ASSESSMENT:	None
GRADING:	Not Applicable
PROGRAMME DELIVERY:	Classroom
TOTAL DURATION OF THE PROGRAMME INCLUDES:	1 Day
CERTIFICATION CRITERIA:	Completion of all training days on programme
CERTIFICATION BODY:	Crystal Lean Solutions
RECOGNITION OF PRIOR LEARNING (RPL):	N/A
PRE-REQUISITE:	None

OTHER COURSES OF INTEREST FROM THE CLS TRAINING ACADEMY:



- ✿ Strategy Development and Deployment
- ✿ Change Management
- ✿ Professional Coaching
- ✿ Professional Diploma in Project Management
- ✿ Constructive Conversations