

Introduction

This highly engaging program has two main components. During the first week, participants focus on communication and interpersonal skills by exploring well-established tools and techniques employed by many leading global companies to achieve successful outcomes both personally and within organizations. Attendees will examine their own behavioral and leadership styles and learn how to fully engage and develop employees using cutting-edge approaches based on Neuro-Linguistic Programming, Emotional Intelligence, and psychometric assessments.

The second week centers on the practical skill of communicating effectively to groups and larger audiences. In the current business environment, delivering presentations with clarity and confidence is a highly valued leadership ability. However, many individuals experience anxiety when speaking before larger groups.

This advanced course in communication and presentation skills is designed to alleviate the stress associated with public speaking. It offers a range of strategies that help participants deliver flawless presentations while cultivating a commanding presence.

Executive Presence Enhancement through Advanced Training

As part of a continuous dedication to communication excellence, this program includes a specialized module focused on executive presentation training. Participants will receive intensive coaching aimed at elevating their executive-level presentation skills. This targeted training empowers professionals to express their ideas eloquently and represent their organizations with distinction.

Intended Participants

- Department heads
- Managers
- Supervisors
- Team leaders
- Human resources professionals
- Employees from all departments and levels of management

Course Objectives

Upon completion of this course, participants will be able to:

- Develop communication skills that can be immediately applied in the workplace
- Identify their personal communication and behavioral styles and understand their impact on influencing individuals and groups
- Create strategies to foster a positive work atmosphere and effectively manage conflicts

- Recognize different behavioral patterns and learn to adapt to build enduring rapport
- Identify the key elements of an outstanding presentation and apply these principles in practice
- Use body language, voice modulation, and tone effectively to make a positive and memorable first impression in all professional settings and presentations
- Establish a commanding presence to communicate with power and influence
- Construct engaging and impressive presentations from initial preparation through to delivery
- Tailor messages to meet the specific needs of audiences
- Project their voice with confidence and appropriate emphasis
- Control the pacing of presentations to enhance clarity, increase presence, and maintain audience engagement
- Build confidence in delivering business presentations to teams, organizations, and clients
- Utilize visual aids effectively to support presentations

Core Competencies Developed

- Neuro-Linguistic Programming and Emotional Intelligence
- Problem-solving and decision-making skills
- Communication and interpersonal effectiveness
- Self-awareness and personal development
- Assertiveness and confident presence
- Business presentation techniques
- Planning and organization skills

Course Modules

Module 1: Building Lasting Rapport

- Master the art of establishing enduring connections
- Identify behavioral characteristics and learn appropriate responses
- Adapt your behavior to align with others
- Heighten awareness of non-verbal signals
- Develop deeper trust and commitment through meaningful connections
- Understand others' perspectives by empathizing with their experiences
- Interpret body language to better understand others' thoughts and reactions

Module 2: Developing Self-Awareness

- Learn foundational principles of Neuro-Linguistic Programming
- Explore the relationship between Neuro-Linguistic Programming and Emotional Intelligence
- Connect with your emotions for enhanced self-understanding
- Identify and harness emotional responses
- Notice unconscious signals and trust intuition
- Understand the influence of internal dialogue (self-talk)
- Study Maslow's Hierarchy of Needs
- Differentiate between internally and externally focused reference points

Module 3: Communicating with Precision

- Utilize powerful listening and questioning methods
- Recognize common thinking patterns
- Understand communication filters and their effects
- Employ metaphors for clearer communication
- Work with sub-modalities to enhance messages
- Practice shifting perceptual positions for deeper insight
- Create trusting communication environments
- Set well-defined communication objectives
- Engage in practical communication exercises

Module 4: Developing Empathy

- Refine sensitivity to the communication signals sent by others
- Understand how first impressions influence perception
- Unlock the secrets of body language
- Examine how humans communicate verbally and non-verbally
- Explore filters affecting communication
- Learn about the science behind deception
- Recognize different learning styles
- Use modeling techniques by observing how others perform tasks effectively

Module 5: Motivation

- Study the logical levels of behavioral change
- Understand the critical role of values in motivation
- Discover methods to elicit personal and organizational values
- Uncover key motivational strategies

- Set inspiring goals that encourage action
- Develop a constructive vision for the organization's future
- Assess the viability of intended outcomes
- Prepare to move confidently toward future objectives

Module 6: Foundations of Effective Business Presentations

- Understand the importance of preparation: failure to prepare is preparing to fail
- Address common fears and concerns related to presenting
- Engage in collaborative learning and feedback processes
- Deliver a pre-prepared presentation on a chosen topic
- Extract key learnings and insights
- Organize presentations by considering the audience, content, and purpose

Module 7: Structuring Your Business Presentation

- Analyze your audience and their needs
- Identify the essential elements of your message and their importance
- Apply the BOMBER structure to presentations (Bang, Opening, Message, Bridge, Examples, Recap)
- Brainstorm supporting materials
- Manage the physical environment, including visual aids and stage presence
- Practice delivering presentations with feedback

Module 8: The Psychology of Presenting: Managing Self, Stress, and Emotions

- Identify the top fears associated with presenting and understand their irrational basis
- Develop techniques for handling nervousness and anxiety
- Improve vocal projection using stories and anecdotes
- Study the psychological aspects of presenting and audience engagement, including brain hemispheres
- Use Neuro-Linguistic Programming techniques to maintain audience attention
- Plan presentations carefully for maximum effect

Module 9: Presenting with Style

- Manage and engage your audience effectively
- Handle difficult questions and challenging individuals with confidence
- Reflect personally on your presentation experiences

Module 10: Perfecting Your Presentation Skills

- Assess your personal presentation performance
- Utilize advanced techniques to involve the audience actively
- Apply top strategies for closing presentations effectively
- Build self-confidence through positive affirmations about presenting
- Receive coaching focused on achieving business presentation success
- Create a detailed action plan for personal, team, and organizational development