



International Training
Center Paris

TRAINING SCHEDULE



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COMMUNICATION AND PRESENTATION SKILLS

Overview:

The Communication and Presentation Skills training program is designed to enhance participants' abilities to communicate effectively and deliver impactful presentations. Participants will learn how to prepare and deliver presentations with confidence, create clear and concise messages, and develop strong interpersonal communication skills. The program will cover a range of topics, including public speaking, nonverbal communication, active listening, and giving and receiving feedback.

Objectives:

- Develop effective communication skills, including active listening, verbal and nonverbal communication, and feedback techniques
- Enhance presentation skills by learning how to prepare and deliver presentations with clarity, confidence, and impact
- Improve interpersonal communication and relationship-building skills, including conflict resolution and negotiation
- Develop the ability to create clear and concise messages tailored to specific audiences
- Gain confidence in delivering presentations and communicating effectively in various situations

The training program will include lectures, case studies, group discussions, and practical exercises. Participants will have the opportunity to apply the concepts learned in the training program to real-world communication and presentation scenarios. By the end of the training program, participants will have enhanced their communication and presentation skills, developed stronger interpersonal communication and relationship-building abilities, and gained confidence in delivering effective presentations and communicating effectively in various situations.

Targeted Groups:

- Sales presenters
- Public speakers focusing on sales communication
- Sales representatives delivering pitches
- Business development professionals seeking effective communication
- Professionals aiming to enhance persuasive skills

Planning:

Day 1: Introduction to Communication and Presentation Skills

- Overview of effective communication and presentation techniques
- The importance of clear and concise messaging
- Understanding the role of nonverbal communication in delivering effective presentations

Day 2: Creating and Delivering Effective Presentations

- Techniques for preparing and structuring a presentation
- Developing engaging content and visual aids
- Best practices for delivering presentations with confidence and impact

Day 3: Interpersonal Communication Skills

- Active listening techniques for effective communication
- Strategies for building strong relationships with colleagues and clients
- Conflict resolution and negotiation techniques for successful outcomes

Day 4: Tailoring Messages to Specific Audiences

- Identifying and understanding different audience types
- Creating messaging that resonates with specific audiences
- Strategies for adapting communication styles to different situations

Day 5: Feedback and Continuous Improvement

- Giving and receiving feedback effectively
- Strategies for continuous improvement in communication and presentation skills
- Review and practice of key concepts learned throughout the program