



Successful Presentations in English Two-Day Seminar

Day 1

Time	Topic	Content
08:30 – 09:15	Course Objectives	Trainer introduction Course objectives Presentation of agenda
09:15 – 10:00	Effective Communication	What is communication? How do we communicate?
10:00 – 10:15	Coffee Break	
10:15 – 12:00	The Correct Preparation	Importance & benefits The four W's: Who, What, Where and Why Equipment & location „Practise makes perfect“
12:00 – 13:00	Lunch Break	
13:00 – 15:15	“Mini”-Presentations on your company	5-minute presentations by participants Feedback from trainer & group Analysis by group: What makes a good presentation?
15:15 – 15:30	Coffee Break	
15:30 – 17:00	Structure of Presentations	The objectives The start, middle and the end Style Breaking the ice, using humour effectively Useful language for presentations Presentation media



Day 2

Time	Topic	Content
08:30 – 10:00	Verbal & Nonverbal Body Language	First impressions Body Language Dress sense What does your voice say about you? Dealing with stage fright
10:00 – 10:15	Coffee Break	
10:15 – 12:00	Including and Inspiring your Audience Presentation Tips	Appreciate your audience How to involve your audience Things to check before you present
12:00 – 13:00	Lunch Break	
13:00 – 14:30	“Mini”-Presentations Part 1	Participants give a 10 minute presentation on a topic relating to their company business / organisation / products / markets Feedback from trainer & group
14:30 – 14:45	Coffee Break	
14:45 – 16:00	“Mini”-Presentations Part 2	Participants give a 10 minute presentation on a topic relating to their company business / organisation / products / markets Feedback from trainer & group
16:00 – 17:00	Handling Questions Summary of Seminar Feedback	Basics of a question and answer session Question handling techniques Handling tough & hostile questions

Seminar is held in English. Participants should have a good command of the English language. Not suitable for beginners.

Seminar has been designed for 10 participants (maximum).