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Learning Style: Online Instructor-Led

Technology:

Difficulty: Beginner

Course Duration: 1 Day

Presentation Skills



About This Course:

Effective communication in the workplace goes beyond speaking—it requires active listening and the ability to deliver clear, structured, and persuasive oral presentations. This course equips students with the essential skills to become better listeners and more confident speakers in meetings, team discussions, and formal presentations.

Participants will learn how to apply active listening techniques to enhance understanding and collaboration. The course also focuses on helping students organize their thoughts, structure presentations, and communicate ideas clearly and persuasively to various audiences.

Course Objectives:

- Apply active listening strategies to enhance communication and collaboration
- Recognize and overcome common listening barriers
- Use listening techniques to clarify, summarize, and reflect during discussions
- Organize ideas effectively for oral presentations
- Structure and deliver coherent, engaging, and persuasive presentations
- Tailor communication style to audience and context

Audience:

- Professionals participating in team meetings or leading presentations
- Students preparing for academic or workplace presentations

Prerequisites:

- Have a basic command of spoken English

Course Outline:

- Fundamentals of Active Listening
- Active Listening in Practice
- Planning Your Oral Presentation

- Structuring a Coherent Presentation
- Delivering with Confidence
- Practical Application and Feedback