

L001: Presentation Skills

Overview

Effective presentation skills can enhance the likelihood of a successful outcome. In many business roles today, outstanding presentation skills have become a core competency for achieving key goals and influencing the decisions and actions of others.

This Course provides Participants with the skills required to present effectively to both groups and individuals and most importantly to develop their confidence which makes presenting so much easier and therefore more successful. The course covers comprehensively all the areas necessary to deliver presentations with real impact.

Topics to be covered

- Introduction to High Impact Presentation
- Delivery Skills
- First Presentations
- Process of listening and Understanding
- Planning Your Presentation
- Building Your Presentation
- Handling Questions
- Presentation Rehearsal

Target Audience

Anyone starting to meet clients face-to-face, or in need of training in presentations, with much role-playing.

Course Duration

3 Days

Prerequisite

None.

L003 -Business Writing

The Business Writing Skills course teaches trainees how to write letters, e-mails, memos, and reports that people understand and take seriously. The course is designed to help trainees feel they can write a document tomorrow morning confident that it will be understood and generate the desired response.

Course Duration

2 Days

Target Audience

No specific target audience required

Prerequisite

Basic command of the English language with no serious usage problems.

Course Contents:

Pre-write

- Follow e-mail protocol.
- Set goals.
- Know your readers.
- Choose strategies based on the goals and readers.
- Use a standard letter format.
- Use a standard memo format.

Prepare the Information

- Prepare notes for your e-mail, memo, letter, or report.

Organize the Writing

- Have an organizational pattern in mind.
- Use special organizational patterns for some messages.

Introduce the Content

- Write a clear, complete e-mail, report, letter or memo introduction.
- For e-mails, letters, and memos, write a cordial beginning or buffer.
- State the contents of the e-mail, report, letter, or memo.
- For reports, state conclusions and recommendations in the introduction.

Write a Clear Document

- Write the explanations in blocks.
- Keep explanations of a subject together in one block.
- Check each block for focus and completeness.
- Open each block with a statement of the contents.
- Use headings to open blocks.
- Bold field or data names to identify them as blocks.

Write Clear, Complete Explanations

- Write to build conclusions in the reader's mind.
- For reports, write clear, complete, relevant explanations.
- Fully explain each new concept word or phrase.
- Use full phrases to define words clearly.

Write a Conclusion with Impact

- Write a conclusion that achieves your goals.

Write Clear, Effective Sentences, Paragraphs, and Words

- Use paragraphs to organize information.
- Combine sentences to show relationships. Separate sentences to make them clearer.
- Write clear, simple, straightforward sentences.
- Write strong, direct sentences.
- Use words the reader will understand.

Prepare a Polished, Correct Final Draft

- Use your spell checker and grammar checker.
- Proofread.
- Format the e-mail to be readable.

L004 - Technical Writing

The course teaches the technical writer how to present technical information to technical readers so they understand the concepts and can apply them in their work. The course is not intended to explain technical subjects to non-technical readers.

Course Duration

2 Days

Target Audience

All Technical writers or any one need to learn more about technical writing to improve his writing skills

Prerequisite

Basic command of the English language with no serious usage problems, Business writing Essentials Course.

Course Objectives:

By the end of this course the participant will be able to:

- Use standard technical writing techniques and elements
- Write the technical documents in readable way by technical readers.

Course Contents:

- The client and audience
- Objectives and specifications for the technical report
- Write Technical Report
- Methods of selecting information
- Formats for the major types of technical documents
- Presenting technical explanations clearly
- Organizing
- Using guideposts for clarity
- Synthesizing and organizing
- Writing clearly
- Write Business Plan
- Using visual devices
- Complete sample report
- Editing
- Write Technical & Business proposal.
- Writing concisely
- Format and publishing
- Write User Manual
- Proofreading