



ODERA

SCHOOL OF BUSINESS & MANAGEMENT

PRESENTATION SKILLS & REPORT WRITING FOR BUSINESS

Course Code: **GMBS02**

Duration – 2 Day

Making a presentation or submitting a report means only one chance to make an impression that people will buy into. Understanding and knowing a subject is not enough to gain the trust and commitment of the audience; the presentation and documents must be well planned, clear and logical to avoid any doubts and loss of trust. This course will provide participants with skills to polish their presentation techniques and achieve personal and business goals through delivering an impressive presentation as well as improve clarity and effectiveness of report writing for better customer relations, clear communication and avoidance of misunderstandings.

Learning Objectives:

- Critically assess their own presentation style
- Overcome anxiety through adequate preparation and planning
- Effectively apply tools and techniques essential for delivering well-structured and powerful presentations.
- Engage and influence the audience while successfully maintaining their attention
- Interact with the audience in a confident manner
- Deliver authentic and inspirational presentations with an impact
- Prepare and present a written report
- Run and deliver productive meetings

Who Should Attend:

Managers, first time managers/supervisors who are responsible for delivering presentations. Anyone who finds giving presentations and or writing reports difficult. This highly recommended course is designed for all personnel who wish to enhance their skills and capability for effective and influential presentations.

Course Outline

- Introduction to Presenting
 - Identifying good & bad habits and dealing with common fears
- Planning and Preparing Effective Presentation
 - The key elements of good structure
 - Tips on dealing with nerves, building self confidence
 - Using confident body language and eye contact



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- Delivering a presentation
 - Speaking with confidence whilst reading audience body language
 - Conveying your message clearly and to the point: appreciating the do's and don'ts
- Public speaking techniques
 - Understand the dynamics of public speaking
 - Differences between presentations and public speaking
- Dealing with Spontaneous Situations
 - Thinking on your feet; Dealing with difficult audiences
- Preparing and conducting effective meetings
 - Roles and Responsibilities; Meeting Structure; Meeting Effectiveness
- Report writing
 - Developing a report
 - Structuring and delivering a written report
 - Analyse feedback for re-submission
- Presentation and speaking in practice
 - Preparing and delivering a short presentation
 - Evaluation and feedback by group