

# Construction and Delivery of a Presentation.

## Objectives:

- Develop well structured and organized presentation.
- This intensive course is developed to increase effectiveness of presenter personnel. Help presenter to become confident, skillful, and resourceful in managing and delivering instructions.
- At the completion of this course, given the necessary literature and tooling, audience will be able to successfully make reports and present the company in different occasions..
- Maintain and keep audience interest through a presentation.
- Deal with different questions and situations effectively.
- Present Sales report and Sales Plans to Higher Management levels more professionally.
- Apply different techniques during presentation “movement, eye contact, voice tone...”

## Contents:

- Planning and designing presentations.
- Presenting in front of different audience.
- Presentation delivery Technique.
- Deliver and Practice of presentation. (5 presentations by each participant)
- Effective use of computer skills to develop presentation.



SETTEC  
THE TRAINING HOUSE!

## **Target group:**

This course is designed for all employees with all levels.

## **Language:**

- The materials for the trainees will be in English.
- The language of instruction will be in Arabic / English.

17, 216 St., 5<sup>th</sup> floor, Maadi, Cairo, Egypt.  
Tel. +2 (02) 25211002  
Fax:+2 (02) 25211003  
E-mail:info@settec.org  
Web Page : [www.settec.org](http://www.settec.org)

17 شارع 216، الدور الخامس، المعادي، القاهرة، مصر.  
تليفون: +2 (02) 25211002  
فاكس: +2 (02) 25211003  
بريد الكتروني: info@settec.org  
الموقع الالكتروني: [www.settec.org](http://www.settec.org)