



اتحاد شركات الاستثمار
UNION OF INVESTMENT COMPANIES

Mastering Presentation Skills and Public Speaking

Investment Studies Center (ISC) @ Union of Investment Companies, is delighted to invite you to a training program in enhancing professional influence by developing the presentation skills effectively, and reaching audience easily and successfully, and that's according to the following details:

يسر مركز دراسات الاستثمار لدى اتحاد شركات الاستثمار الإعلان عن تنظيم برنامج تدريبي في تعزيز التأثير المهني ودعوتكم للمشاركة فيه من خلال تطوير مهارات العرض بشكل فعال والوصول إلى الحضور بسهولة ونجاح، وذلك يتم وفقاً للتفاصيل التالية:

Training Program: Mastering Presentation Skills and Public Speaking **البرنامج التدريبي:**

Instructor: Oraib al Faouzan **المحاضر:**

Dates: (Tues. & Wed.) 05th & 06th March 2024 **التاريخ:**

Timing: 09:00AM - 03:00PM **الوقت:**

Language: Arabic/material in English **لغة البرنامج:**

Venue: In person @ UIC premises **المكان:**

Course Details, Registration & Fees in link below تفاصيل البرنامج، التسجيل والرسوم في الرابط أدناه

<http://unioninvest.org/upcomingevents.aspx>

Registration is open according to availability

UIC Members KWD 195 **أعضاء الاتحاد**

Non-Members KWD 225 **غير أعضاء الاتحاد**



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Mastering Presentation Skills and Public Speaking

Introduction

Elevate your communication prowess with our 'Mastering Presentation Skills and Public Speaking' training. Gain confidence, captivate audiences, and refine your delivery. Unleash your full potential as a compelling speaker and communicator in any setting.

Outline

Day 1: Building a Strong Foundation

Session 1: Introduction to Effective Communication

- ❖ Welcome and Icebreaker
- ❖ Understanding the Importance of Effective Communication
- ❖ Key Elements of Successful Presentations

Session 2: Knowing Your Audience

- ❖ The Importance of Audience Analysis
- ❖ Tailoring Your Message to Different Audiences
- ❖ Activity: Group Exercise - Analysing a Sample Audience

Session 3: Crafting Compelling Content

- ❖ Structuring Your Presentation for Impact
- ❖ Developing a Clear Message
- ❖ Activity: Individual Exercise - Crafting a 5-minute Presentation

Session 4: Mastering Non-Verbal Communication

- ❖ The Power of Body Language and Facial Expressions
- ❖ Voice Modulation and Tone
- ❖ Activity: Role-plays and Feedback

Day 2: Enhancing Delivery and Overcoming Challenges

Session 5: Engaging Visuals and Technology

- ❖ Effective Use of Slides and Visual Aids
- ❖ Integrating Technology for Maximum Impact
- ❖ Activity: Group Activity - Creating Engaging Visuals

Session 6: Managing Nervousness and Building Confidence

- ❖ Understanding and Overcoming Public Speaking Anxiety
- ❖ Confidence-building Techniques
- ❖ Activity: Mindfulness and Visualization Exercise

Session 7: Handling Q&A and Interacting with the Audience

- ❖ Strategies for Effective Question and Answer Sessions
- ❖ Encouraging Audience Participation
- ❖ Activity: Mock Q&A Session with Feedback

Session 8: Final Presentations and Feedback

- ❖ Participants deliver a 7-minute presentation.
- ❖ Peer and Coach Feedback
- ❖ Closing Remarks and Certificate Distribution



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Expert's Profile: Oraib al Faouzan

A growth-focused language, leadership, and mindset coach. Coach Oraib Al-Fozan holds a PCC certification via ICF, Certified Business Coach via Ever coach -Mind valley, Coach ME Executive, Board, Teams & Systems coach via Beckett McInroy, Certified TAP360 Assessor via Beckett McInroy, bachelor's degree of English Language & Literature, MSc Candidate in Psychology and experienced training facilitator.