

ART OF PRESENTATION

Overview

Presentation skills and public speaking have become a vital part of our work place and social life. If you are a part of business, sales or training the competency to speak effectively and confidently to your audience and to be able to express your thoughts and ideas successfully is the utmost requirement. This skill is also important for self-development and as a social skill. Anyone can be a good presenter; it is only a matter of proper guidance followed by preparation and practice. This course is a complete guide towards creating effective presentation and delivering successful presentations.

Date: May 3– June 25,2016
(Every Tuesday , Thursday & Saturday)
Timings: 5:00 pm to 7:00 pm
Venue: IBA City Campus
Training Investment: PKR 30,000/-

Course Outline:

- ◆ Speaking in public
- ◆ Good listener
- ◆ Ethics and public speaking
- ◆ Preparing a presentation
- ◆ Overcoming fears & anxiety
- ◆ Enhance confidence
- ◆ Presenting for audience
- ◆ Language & usage
- ◆ Verbal & Non Verbal delivery
- ◆ Using visual aids
- ◆ Using PowerPoint

Who should attend?

- ★ Junior & Mid-career executives who want to improve fluency in communicating in English Language.
- ★ Executives whose tasks involves meeting clients & giving presentations
- ★ Sales executives
- ★ Medical representatives
- ★ Spokesperson
- ★ Protocol officers
- ★ Front desk executives & Supervisors
- ★ Customer service representatives
- ★ Teachers



Registration form and Fee Voucher are available at our website: <http://cee.iba.edu.pk/BEnSDP.shtml>. Fee is to be deposited in cash / pay order in any branch of FAYSAL BANK Ltd., A/C No. 110-2162113-006. No fee will be accepted in cash/cheque at our office.

<https://www.facebook.com/IbaBusinessenglish>



Skills Development Program

Adding Skills to Experience

For queries & information:



Sumera Muhammad

Manager, Skills Development Programs
Center for Executive Education
Institute of Business Administration
Ph.: 021-38104700-01 Ext: 1801, & 1541
Fax: 021-38103008
Email: BESDP@iba.edu.pk;
smuhammad@iba.edu.pk

Mirza Irshad Ali Baig

Executive, Center for Executive Education
Institute of Business Administration
Ph.: 021-38104700-01 Ext:1811
Fax: 021-38103008
Email: mibaig@iba.edu.pk