



Center for Executive Education
Institute of Business Administration



August 17 & 18, 2023

9:00 a.m to 5:00 p.m

VENUE:

IBA, City Campus

INVESTMENT

PKR 75,000 +5% SST

PROGRAM OVERVIEW

This workshop aids participants in building and delivering a powerful message to both internal and external clients. This workshop will build participant skills in selling, informing and motivating their audience. It is a highly interactive workshop that focuses on presenters' styles, structuring the message, delivering the contents, using the visual aids and handling audience questions. It has proved to be of great value for those who deliver executive level presentations, sales presentations and technical presentations.

TOPICS COVERED

- . Experiencing a systematic process and approach.
- . Building and enhancing confidence.
- . Learning the essential of a powerful presentation.
- . Mastering the art of applying the techniques.
- . Deliver an audience centered presentation
- . Build presentation structure for the way audiences learn best
- . Simplify technical material to reach executive level audiences
- . Present on a topic with limited preparation in advance
- . Build voice projection, pitch, pace and pause
- Eliminate Uhha's & Umm's
- . Control nervousness and deliver with confidence
- . Create and use effective gestures for impact
- . Utilize PowerPoint and visual aids for maximum effect
- . Handle audience questions and defer when appropriate



TRAINERS PROFILE

Nadia Sayeed

Corporate Training And Professional Development



A business person by education, with an experience in academia for the last twenty-two years at the Institute of Business Administration (IBA). Over the years, I have made my mark in the field of corporate training by interacting with a diverse set of training needs. I am a corporate trainer at the Centre for Executive Education, IBA and have many years of experience as a training and development consultant. From the public sector to NGOs from Multinational FMCGs to local banks, I have had an exposure to a variety of training situations.

My expertise is business and managerial communication, both written and verbal, as well as soft skill training, personal grooming, professional development and leadership. With the change in corporate dynamics and managerial roles, I have engaged with many teams on topics on workplace diversity and safety, cultural and gender inclusivity, women leadership and empowerment and assertive communication. The need for personalized coaching and development led to training interventions in Executive Mentoring and Coaching programs.

I design my programs to meet the needs of the audience and create learning environments where individuals feel capable and empowered to lead successful personal and professional lives.

My inspiration comes from the freedom to be creative in the work place, the potential for spontaneity and the goal of creating an impact.

TESTIMONIALS

"Valid and Helpful Instructions."

Mr. Shaharyar Hazir Manager Finance, Wholesale Banking, Standard Chartered Bank

"It's informative and experience is excellent."

Mr. Syed Mubashir Ahmed Hilal Confectionary (Pvt.) Ltd.

* Based on Kirkpatrick's Feedback Rating Model on the scale of 5

CONTACT US:

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PROGRAM & POLICIES

Registrations are only confirmed when full payment has been received from a participant. For a detailed cancellation policy, please visit: https://sdp.i-ba.edu.pk/cancellation-policy.php The Institute may cancel or postpone a program due to insufficient enrolment or unforeseen circumstances. In this case, the institute will refund registration fee, but will not be responsible for any other related expenses including cancellation/change charges by airline and travel agencies. The Institute reserves the right to make changes in its program dates, faculty, policies, and fees at any time. Payment can be made via cheque/bank draft payable to the "Institute of Business Administration, Karachi"