



BUILDING TRAINING SOLUTIONS
FOR THE IT WORLD

Number of Days: 1

Format: Instructor-Led

Class Code: EFFPRS

Recommended Course Sequence

Knowledge of prerequisites
noted below.

*Course content is subject to change
without notice.*

Effective Presentations

Course Description:

CTREC Hilton IT Academy knows that without a dynamic and coherent presentation, even stellar ideas can fail to convince your audience. In this course, you will learn active listening skills to facilitate the exchange of ideas in meetings and presentations.

You will also organize your ideas to create coherent and convincing oral presentations, while also utilizing available visual aids and using public-speaking techniques to strengthen your delivery. You will also prepare strategies for business meetings and learn to conduct meetings efficiently.

Target Student:

This course is designed for individuals who need to present information effectively in a professional environment.

Prerequisites:

- Business Writing: From Email to Business Proposals
- Grammar Essentials
- Microsoft Office Word: Levels 1, 2, and 3
- Microsoft Office Outlook: Levels 1, 2, and 3

Delivery Method:

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives:

Upon successful completion of this course, students will be able to:

- Listen in an active, engaged manner and take good notes.
- Participate in, organize, and conduct a meeting.
- Organize, write, and deliver a professional presentation.

Effective Presentations

Course Outline

Lesson 1: Listening and Taking Notes
<ul style="list-style-type: none">■ Topic 1A: Listen Effectively■ Topic 1B: Take Good Notes
Lesson 2: Participating in and Conducting a Meeting
<ul style="list-style-type: none">■ Topic 2A: Participate in a Meeting■ Topic 2B: Decide to Meet■ Topic 2C: Prepare for a Meeting■ Topic 2D: Run a Meeting■ Topic 2E: Conduct an Online Meeting
Lesson 3: Delivering Presentations
<ul style="list-style-type: none">■ Topic 3A: Organize Material■ Topic 3B: Write a Presentation■ Topic 3C: Prepare Visuals■ Topic 3D: Deliver a Presentation■ Topic 3E: Respond to Questions