



**CTREC HILTON**  
IT ACADEMY

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Class Code: EFFPRS  
Number of Days: 1  
Format: Instructor-Led

## Effective Presentations

**Course Description:** 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

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

### Course Outline

#### Lesson 1: Listening and Taking Notes

- Topic 1A: Listen Effectively
- TTopic 1B: Take Good Notes

## **Lesson 2: Participating in and Conducting a Meeting**

- 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**

- Topic 3A: Organize Material
- Topic 3B: Write a Presentation
- Topic 3C: Prepare Visuals
- Topic 3D: Deliver a Presentation
- Topic 3E: Respond to Questions

## **Appendix A: Business Letter Speech**

## **Appendix B: Truck Rollover Agenda**

## **Appendix C: Notes on Japanese Negotiation**

## **Appendix D: Outline on Japanese Negotiation**