



Enhance your presentation skills and shine in any meeting with this friendly, concise LearnKey course based on the book *Effective Presentation Skills* by Steve Mandel. Learn everything you need to know to deliver a solid sales pitch or presentation with clarity, persuasiveness, and confidence. With this interactive training, you'll learn how to organize your thoughts and data for maximum impact, develop eye-catching visual aids and use effective body language.

1 Session- 1 to 2 Hours E-Learning Session

#### Prerequisites

- Introduction to Windows or Equivalent Experience

#### Content

- Introduction to Effective Presentation Skills
- Dealing with Fear and Reducing Anxiety
- Planning and Creating Key fact
- Organizing and Preparing
- Developing the Presentation
- Creating Handouts and Visuals
- Making Effective Presentations
- Physical Facilities
- Dealing with Common Mistakes
- Handling Questions

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