NIPAM
NAMIBIA INSTITUTE OF PUBLIC ADMINISTRATION AND MANAGEMENT

PRESENTATION SKILLS

Delivering a brilliant, memorable and interactive presentation requires a number of skills including effective planning, choosing the right delivery method(s), developing outstanding customised content, professional group facilitation, the efficient use of technology, effective communication skills and more. NIPAM Training Presentation Skills Training Course provides you with this in-depth knowledge and skill building in the planning, preparation and delivery of truly engaging presentations. You'll learn how to use specific tools and techniques for presentation creation and delivery which will enable you to conduct powerful presentations that engage your audience every time. As part of this professional development training event, you will have an opportunity to develop and present to your peers and receive feedback from the group.

Venue:	Windhoek, NIPAM Campus
Duration:	Five (5) Days

COURSE LEARNING OUTCOMES

- Learn to design effective & engaging presentations.
- Select the most suitable delivery method based on the audience, the environment & the message being delivered.
- Master powerful & effective verbal & non-verbal communication techniques.
- Gain insight into effective techniques for calming nerves.
- Learn to create fantastic flip charts to support the key messages.
- Learn the effective use of colours.
- Create compelling PowerPoint presentations.
- Use videos and audio to enhance the experience.Learn different tricks to add diversity & interest to engage the audience.
- Learn to pump it up a notch to deliver higher energy presentations.

WHO SHOULD ATTEND?

Applicants must be appointed officials in central, regional and local government and Public Enterprises.

COURSE CONTENT

Module 1: Presentation Preparation
Module 2: Communication Skills – Verbal and Non Verbal
Module 3: Create Compelling Presentations
Module 4: Pumping it up a Notch
Module 5: Wrapping Up

For enquiries please contact:
Mr Joubert Tawana: Senior Lecturer
Tel: 061 296 4867, Cell: 0811 660455, Email: jtawana@nipam.na