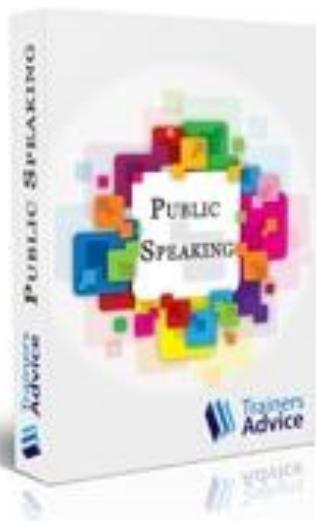
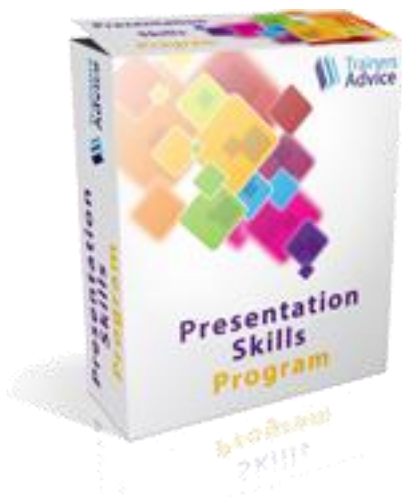


# Communication Products



# Presentation Skills Program



- ▶ **Intended for:** those who practice and want to improve their communication and presentation skills, for public speakers, trainers, instructors, professors
- ▶ **Duration:** 10 hours 30 minutes
- ▶ **Contents:** The Presentation Skills Preparation Program consists of 3 training session and 1 simulation session designed to help those who want to improve their communication skills, the ability to speak in public, hold presentations or trainings.
- ▶ Buying this program will offer you the **Trainer's Notes** for these sessions, **Training Plan, PowerPoint Presentation and Handouts** for each session.
- ▶ **Price:** \$ 109
- ▶ **Available at:** [Presentation Skills Program](#)
- ▶ **Share on:**



# Content:

Sessions	Objective
<b>1. Communication Skills</b>	
• Definition of Communication	Participants understand what communication is
• Communication versus Effective Communication	Participants understand what effective communication is
• Types of Communication Barriers	Participants learn the barriers of communication
• Exercise	Participants find out what type of listener they are
• Skills for an effective communicator	Participants learn what empathy and assertiveness are
<b>2. Presentation Skills</b>	
• Preparation	Participants will know how to prepare to deliver the information
• Instruments for presentation	Participants will know the types of instruments to use in a presentation
• Habits to avoid	Participants will know what not to do during a presentation
• Handling Q&A	Participants will know how to react to questions
<b>3. Public Speaking</b>	
• Communication components	Participants understand Nonverbal and Para verbal communications are
• General Tips	Participant learn how to react to audience signals
• Difficult Participants	Participants will know the types of difficult participants and how to handle each of them
<b>4. Simulation of presentation</b>	
• Simulation	Participants get experience by putting in practice the knowledge and competences learned in the past 3 sessions

# Communication Skills Training



- ▶ **Intended for:** those who practice and want to improve their communication and presentation skills, for public speakers, trainers, instructors, professors
- ▶ **Duration:** 1 hour 50 minutes
- ▶ **Contents:** The Communication Skills Preparation consists of 1 training session designed to improve your communication skills, by understanding what communication is, how you can become an effective communicator but also what may hinder it.
- ▶ Buying this pack will offer you the **Trainer's Notes** for this session, **Training Plan**, **PowerPoint Presentation** and **Handout** for the session.
- ▶ **Price:** \$ 61
- ▶ **Available at:** [Communication Skills Training](#)
- ▶ **Share on:**






## Content:

Session	Objective
<b>Communication Skills</b>	
<ul style="list-style-type: none"><li>• Definition of Communication</li></ul>	Participants understand what communication is
<ul style="list-style-type: none"><li>• Communication versus Effective Communication</li></ul>	Participants understand what effective communication is
<ul style="list-style-type: none"><li>• Types of Communication Barriers</li></ul>	Participants learn the barriers of communication
<ul style="list-style-type: none"><li>• Exercise</li></ul>	Participants find out what type of listener they are
<ul style="list-style-type: none"><li>• Skills for an effective communicator</li></ul>	Participants learn what empathy and assertiveness are

# Presentation Skills Training

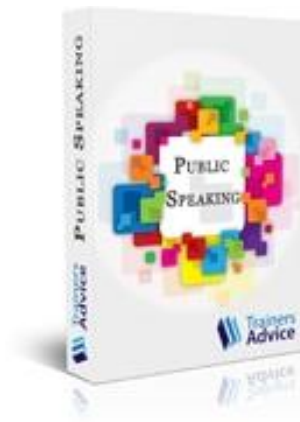





- ▶ **Intended for:** those who practice and want to improve their communication and presentation skills, for public speakers, trainers, instructors, professors
- ▶ **Duration:** 6 hours 20 minutes
- ▶ **Contents:** The Presentation Skills Training consists of 1 training session and 1 simulation designed to help improve your presentation skills, by offering you the right instruments and methods to hold presentation, trainings or speeches, while addressing the issue of a tough audience.
- ▶ Buying this pack will offer you the **Trainer's Notes** for this session, **Training Plan** and **PowerPoint Presentation**.
- ▶ **Price:** \$ 70
- ▶ **Available at:** [Presentation Skills Training](#)
- ▶ **Share on:**   

## Content:

Sessions	Objective
<b>Presentation Skills</b>	
<ul style="list-style-type: none"><li>• Preparation</li></ul>	Participants will know how to prepare to deliver the information
<ul style="list-style-type: none"><li>• Instruments for presentation</li></ul>	Participants will know the types of instruments to use in a presentation
<ul style="list-style-type: none"><li>• Habits to avoid</li></ul>	Participants will know what not to do during a presentation
<ul style="list-style-type: none"><li>• Handling Q&amp;A</li></ul>	Participants will know how to react to questions
<b>Simulation of presentation</b>	
<ul style="list-style-type: none"><li>• Simulation</li></ul>	Participants get experience by putting in practice the knowledge and competences learned in the past 3 sessions

# Public Speaking Training



- ▶ **Intended for:** those who practice and want to improve their communication and presentation skills, for public speakers, trainers, instructors, professors
- ▶ **Duration:** 2 hours 20 minutes
- ▶ **Contents:** The Public Speaking Preparation pack consists of 1 training session designed to improve your public speaking skills by teaching you the use of Non-verbal and Para verbal communication components and the typology and solutions for difficult participants.
- ▶ Buying this pack will offer you the **Trainer's Notes** for this session, **Training Plan**, **PowerPoint Presentation** and **Handouts** for the session.
- ▶ **Price:** \$ 54
- ▶ **Available at:** [Public Speaking Training](#)
- ▶ **Share on:**   






## Content:

Sessions	Objective
<b>Public Speaking</b>	
<ul style="list-style-type: none"><li>• Communication components</li></ul>	Participants understand Nonverbal and Para verbal communications are
<ul style="list-style-type: none"><li>• General Tips</li></ul>	Participant learn how to react to audience signals
<ul style="list-style-type: none"><li>• Difficult Participants</li></ul>	Participants will know the types of difficult participants and how to handle each of them

# Active Listening Training



- ▶ **Intended for:** those who want to become active listeners both in their personal and professional lives and for those who want to improve their listening abilities so that they can understand easier and faster what they are required to achieve.
- ▶ **Duration:** 1 hour 55 minutes
- ▶ **Contents:** The Active Listening session consists of 1 training to improve your listening skills, the ability to understand, respond and offer effective feedback based on information and not speculation
- ▶ Buying this training will offer you the **Trainer's Notes** for this session, **Training Plan**, **PowerPoint Presentation** and **Handouts** for the session.
- ▶ **Price:** \$ 54
- ▶ **Available at:** [Active Listening Training](#)
- ▶ **Share on:**   

## Content:

Session	Objective
<b>Active Listening</b>	
<ul style="list-style-type: none"><li>• What is Active Listening</li></ul>	Participants understand what active listening is
<ul style="list-style-type: none"><li>• Evaluate Yourself</li></ul>	Participants discover if they are active listeners or not
<ul style="list-style-type: none"><li>• Becoming an Active Listener</li></ul>	Participants learn the 5 steps to becoming active listeners
<ul style="list-style-type: none"><li>• Six steps to better listening</li></ul>	Participants learn 6 steps to practice listening
<ul style="list-style-type: none"><li>• Techniques</li></ul>	Participants learn the techniques of listening used by hostage negotiators



Trainers  
Advice

For more information  
please visit our website:

<http://trainersadvice.com>

or

Contact us at:

[hello@trainersadvice.com](mailto:hello@trainersadvice.com)