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EFFECTIVE COMMUNICATION AND PRESENTATION SKILLS

PROGRAM FEE: \$2,115

PROGRAM OVERVIEW:

Master the art of impactful communication with our "Effective Communication and Presentation Skills" course. This program is tailored to professionals who aim to articulate their ideas clearly, engage their audience, and deliver persuasive presentations. Participants will learn to craft compelling messages, overcome communication barriers, and utilize both verbal and non-verbal techniques effectively. Through interactive workshops and personalized feedback, this course helps you become a confident and engaging communicator, whether in workplace interactions or public speaking engagements.

MODULE 1 FOUNDATIONS OF EFFECTIVE COMMUNICATION

UNDERSTANDING COMMUNICATION BASICS

- Key Elements of Communication
- Common Barriers and How to Overcome Them

STRUCTURING YOUR MESSAGE

- Crafting Clear and Concise Messages
- Adapting Your Approach to Different Audiences

MODULE 2 VERBAL AND NON-VERBAL COMMUNICATION

VERBAL COMMUNICATION TECHNIQUES

- Using Language Effectively
- Tone, Pace, and Clarity

NON-VERBAL COMMUNICATION SKILLS

- Body Language and Gestures
- Facial Expressions and Eye Contact

MODULE 3 CRAFTING AND DELIVERING ENGAGING PRESENTATIONS

PRESENTATION PREPARATION

- Planning and Structuring Your Presentation
- Crafting Compelling Introductions and Conclusions

ENGAGING YOUR AUDIENCE

- Techniques to Capture and Maintain Attention
- Using Questions and Interaction

MODULE 4 OVERCOMING PUBLIC SPEAKING ANXIETY

BUILDING CONFIDENCE

- Strategies to Manage and Reduce Anxiety
- Developing a Confident Speaking Style

PRACTICE AND FEEDBACK

- Role-Playing and Simulation Exercises
- Personalized Feedback on Speaking Skills

MODULE 5 ENHANCING PRESENTATIONS WITH VISUAL AIDS AND STORYTELLING

USING VISUAL AIDS EFFECTIVELY

- Best Practices for Slide Design and Visuals
- Integrating Visual Aids Seamlessly into Your Talk

STORYTELLING TECHNIQUES

- Crafting Narratives to Support Your Message
- Using Stories to Engage and Persuade



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MODULE 6 VIRTUAL COMMUNICATION AND PRESENTATION SKILLS

ADAPTING TO DIGITAL PLATFORMS

- Best Practices for Virtual Meetings and Webinars
- Managing Technology and Virtual Presence

ENGAGING VIRTUAL AUDIENCES

- Techniques for Interaction and Engagement Online
- Handling Distractions and Maintaining Focus

MODULE 7 HANDLING DIFFICULT QUESTIONS AND AUDIENCE DYNAMICS

MANAGING Q&A SESSIONS

- Strategies for Handling Tough Questions
- Keeping Control and Staying Composed

UNDERSTANDING AUDIENCE DYNAMICS

- Reading and Responding to Audience Reactions
- Dealing with Challenging Audience Members

MODULE 8 REFINING AND POLISHING COMMUNICATION SKILLS

CONTINUOUS IMPROVEMENT

- Self-Assessment and Reflection on Progress
- Setting Goals for Ongoing Development

FINAL PRESENTATIONS AND REVIEW

- Delivering a Capstone Presentation
- Receiving Peer and Instructor Feedback

CONCLUSION

COURSE RECAP AND CERTIFICATION

- Summary of Key Techniques and Learnings
- Development of a Personal Action Plan
- Issuance of Certificate of Completion