

# **PRESENTATION SKILLS**

**Workshop Outline:** This workshop is conducted with practical oriented modules to impart participants, the skills to structure and organize their subject information content, thoughts & ideas in a logical way to convey the same in a clear, concise and convincing manner to impress others with powerful techniques. The participants get an orientation for a structured approach to the preparation and delivery of four primary spoken presentations such as (1) One-2-one (2) Group (3) Public and (4) Team.

**Benefits:** *Participants of this workshop:*

- acquire the skills not just by listening, but by observing, doing and feeling.
- learn powerful techniques during this workshop to improve Communication + Public Speaking abilities
- get an opportunity to make sample presentations before unfamiliar audience to eliminate fear of speaking before audience; improve self-confidence to make professional presentations.
- interact and develop networking with other participants which may result into developing new leads / customers / clients for you or your organization / products / services.
- receive **Workshop Kit** which includes Presentation Folder + Work-sheets + Workshop Manual printed copy containing: (1) write-up on skill development (2) Glossary - Words & jargon generally used in Presentations - A resource list of 150 items with meaning & explanation for future reference & usage.
- awarded with **Online Certificate of Participation** in pdf format parked on [www.editin.com](http://www.editin.com) to view online with facility to download to save / print in color or forward via eMail to others.

**Location, Date & Time:**

<b>Chennai</b>	<b>Hyderabad</b>
18 November, 2007	25 November, 2007

**Duration:** One Day - 9-30 am to 5-30 pm

**Who could attend:**

**Previous 51 Workshops conducted in major cities in - India were attended by:** Working Executives, Self-Employed, Business (wo)men, Students, Academicians, Trainers, Professionals [Chartered Accountants, Cost Accountants, Company Secretaries, CFAs, MBAs, Doctors, Engineers, Advocates, HRD, IT, Marketing etc.,] Consultants, Career seeking Collegians and Students pursuing Degree / PG / Professional Courses..... for that matter every person, who has a desire to create positive impression & enhance image through effective Presentation Skills could be the ideal beneficiary.

**Testimonials:** To view participants' impressions **Logon** <http://www.editin.com/testimonials.htm>

**Workshop Fee** is **Rs. 1,234** (*Rupees One Thousand Two Hundred and Thirty Four*) per person which can be paid by Credit Card / Net Banking through <http://www.editin.com/catalogue> or by Cheque. Fee includes Workshop Kit + Working Lunch + 2 times Tea/Coffee.

**Registration** in advance to participate in this workshop is essential in view of availability of limited seats. We therefore advise you to get yourself registered much ahead of workshop schedule day(s). Spot registration is discouraged. Registration for this workshop means forwarding to the address below the Fee Cheque / DD / Credit Card + Your basic particulars on your organization Letter Head or your details on a plain paper: (1) Name of participant(s), (2) Designation, (3) Organization (4) Address, (5) Phone Numbers (office & residence) (6) Mobile Number, (7) eMail id + additional / alternative eMail id (8) Payment details (9) Workshop date & city opted. You may use Visa / Master Credit Cards (both Indian & International) or debit to your Net Banking Account at <http://www.editin.com/catalogue> to make online payment & instant registration. You will then receive your online order number by email.

**Registration request to be sent to:**  
Director- [www.editin.com](http://www.editin.com)  
Austin Exim Private Limited  
# 13-6-439/A/7 – Satyanarayana Nagar,  
Gudimalkapur – Mehdiapatnam Ring-Road,  
HYDERABAD 500 067 INDIA

**Visit:** [www.editin.com](http://www.editin.com) **eMail:** [workshop@editin.com](mailto:workshop@editin.com)

**SMS:** 098480 80080

**Hyderabad :** Mrs. Lakshmi - 040 -2352 4904 # 098489 80081

**Chennai:** Mr. Rajan 098948 48641 # 098844 66236

**IMPORTANT:** Workshop venue/date/timings may be changed / rescheduled due to external circumstances. After registration, please check your emails or enquire over phone for latest information.