SPEAKING AND PRESENTATIONS

Effective Presentations

Build an audience-fit presentation with a clear decision, credible evidence and readable visuals.

8 sessions × 60 minutes · 8 hours · 640 AZN. Prices may change depending on current conditions.

Who is it for

For professionals who want to develop skills in speaking and presentations and apply their learning at work.

By the end you will be able to

- Identify the audience's decision question and key message.
- Arrange evidence logically with appropriate slides.
- Deliver on time and answer questions with facts.

Practical assignments

- Edit one overloaded slide and correct data presentation.
- Presentation storyboard map.
- Rehearsal with trainer questions.

Session plan

01 Purpose and audience

02 Presentation structure

03 Key message

04 Storytelling

05 Slide logic

06 Simplifying information

07 Presentation technique

08 Final presentation

Final practical output

Short slide deck and speaking notes for a chosen topic.

Assessment and feedback

The final presentation is reviewed for audience fit, key message, evidence integrity and visual readability.

Training format

Live online via Zoom / Google Meet. 1 participant + 1 trainer. Schedule agreed together.

Contact and enrolment

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