



OFFICE OF CONSULTATION & TRAINING
College of Engineering and Petroleum

Kuwait University- College of Engineering & Petroleum - General Engineering – OCT

GE001- Presenting like a Pro (Master the Art of Presentations)



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Course objectives

- Learn fundamentals of Presentations
- Create compelling content
- Design visuals
- Improve communication skills
- Implement master presentation techniques

Training course duration:

Five Days

Timing:

8 a.m. - 2 p.m. Daily

Course outline :

Day one topics:

(Fundamentals)

- Welcome & Ice breakers
- Goal of presentations
- Know the audience
- Plan presentation structure



Day two topics:

(Compelling content)

- Recap
- Deliver key messages
- “Keep It Simple Stupid” Principle
- Supporting material
- Create presentation outline

Day three topics:

(Visual Aid)

- Recap
- Learn slide designing
- Use effective visuals
- Software introduction
- Create Slides

Day Four topics:

(Communication Skills)

- Recap
- Verbal skills
- Body Language
- Control anxiety

Day Five topics:

(Finalizing & Practice)

- Run & handle Q&A
- Apply knowledge & present



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Instructor:

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