



17th– 18th April 2019



Cresta-Golf View Hotel, Lusaka

Effective communication, reporting and presentation skills are imperative ingredients for every role amidst the daily demands of our roles. If your role is to promote your products or services, persuade and compel others, speak to audiences, motivate and inspire others, then YOU must attend this workshop.

COURSE OBJECTIVES

Participants will:

- Learn how to effectively engage in confidently stand in front of an audience and make a powerful presentation
- deal with stage fright, anxiety and personally connect with your audience
- motivate and capture the attention of your audience
- stick to your material and presentation lines
- use your body language to send the right message
- tell when your audience is not following and recapture their attention
- effectively use audio-visual aids in making an effective presentation and graphics in reporting
- use stories, jokes and example to explain complex issues
- develop and design effective reports and unlock the different styles of reporting

WHO IS TO ATTEND

Managers, Administrative Offices, Supervisors, Personal Assistants, Secretaries, Researchers, Sales and marketing staff, departmental heads and anyone who is responsible for preparing reports and from time to time speaks an audience, do presentations and anyone wishing to improve on delivering formal presentations and reports.

FEES, DISCOUNT AND CONTACTS



K3,500 per person

Inclusive of tax, teas, lunch and course materials and certificates. Excludes accommodation, dinner, transport.



For reservations, inquiries and /or requests for Course Content, kindly contact :
0211295486/ 0975 844051/ 0950339994 or
Email: training@ksm.co.zm