

ADVANCED PUBLIC SPEAKING, PRESENTATION SKILLS AND EFFECTIVE REPORT WRITING

PRESENT WITH CONFIDENCE
AND IMPACT



KARA O' MULA,
MULANJE, MALAWI.

08-11
APRIL 2025

FROM
8:00
TILL 4PM

REGISTRATION FEES
MK1,950,000
VAT EXCL.
INCLUDES DELEGATE
TABLET GADGET

ATTENDANCE OPTIONS

Public Speaking and
Presentation Skills Training only
25-27 March
MK1,200,000

Report Writing Training Only
28 March
MK300,000

BE IN TOUCH

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138
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SPACE IS LIMITED TO
16 DELEGATES ONLY
FOR THIS WORKSHOP



Public Speaking and Presentation Skills Training Course

The Public Speaking and Presentation Skills training course is tailored for professionals seeking to deliver compelling and impactful presentations. Designed to build both confidence and expertise, the training course provides participants with structured techniques for planning, organizing, and presenting information with authority. Key skills include audience analysis, creating persuasive content, and using body language effectively. Through hands-on practice, participants learn how to overcome presentation anxieties, ensuring they can deliver clear, engaging messages to any audience. The program ends on a final day with an effective report writing skills workshop.

With a strong emphasis on practical application, this Public Speaking Skills training course equips attendees with strategies to enhance their presentation skills in real-world settings. Participants gain insights into structuring presentations for clarity and impact, using visual aids effectively, and engaging audiences from start to finish. Interactive sessions allow participants to refine their techniques, receive constructive feedback, and develop a confident, professional presence when speaking. This course covers all aspects of effective presentations, from preparation to powerful delivery.

Ideal for managers, sales professionals, and client-facing roles, the training enables attendees to communicate ideas persuasively in any setting. Participants leave with essential skills for handling audience questions, building rapport, and maintaining attention. The Presentation Skills training provides tools and techniques to deliver presentations that are concise, professional, and memorable. By the end of this training course, attendees will be ready to convey their messages confidently, making a lasting impression and adding value in every professional encounter.



Introduction

This Public Speaking and Presentation Skills training course will enable you to deliver amazing presentations. After completing this training course, you will be able to plan, structure and deliver professional presentations.

You will learn how to deliver engaging content to your audience and will learn how to be persuasive.

This public speaking training course will teach you how to: overcome fear of presenting, plan an unforgettable presentation, and use your body language to appear confident and convincing and to focus on your audience and their needs.

Delivering a first-class presentation is a skill that anyone can be taught. Creating a presentation is a process and we are going to explore the steps together to make a winning presentation. The course is hands on and provides you with opportunities to practice and refine the skills that you will be taught. Together we will be able to create the perfect presentation for every business occasion.

Objectives/What You Will Learn

- Master your nerves and remain calm throughout
- Design a world class presentation
- Command the room and captivate your audience
- Deliver a convincing presentation
- Persuade the audience that your message is valuable
- Effective report writing

Course Will Highlight

- How to Overcome Nerves and Stage Fright?
- How to Analyze Your Audience and Tailor Your Presentation Accordingly?
- How to Plan a Concise, Persuasive, Professional Presentation?
- Venue Generalship: How to Command the Room, Build Rapport and Convince the Audience
- Speaking to the Public with Confidence
- Learn How to Captivate Your Audience and Keep Them Engaged
- How to Answer Questions Convincingly

Training Methodology

The course is very much hands on. You will gain practical skills that you can experiment with and practice within a safe and encouraging learning environment. There will be lots of group discussion, interactive workshops and opportunities to try out the skills that you have learned. You will learn how to give and receive effective, constructive feedback within your groups. What is more, you will leave the course with proven, effective tools with which to present information in a convincing way.

Organisation Impact

The organization gains by having course participants who are able to deliver presentations to clients, team members, work colleagues, external audiences and members of the public.

- Learn how to convince clients based on the strength of the presentation
- Deliver memorable speeches to the public
- Communicate with the public in a highly professional manner
- Persuade team members ethically
- Create concise, professional presentations that influence your organization
- Communicate with impact in the shortest time possible without wasting people's time in long meetings
- Win more sales by effective presentation and retain key clients and upsell them
- Learn to write effective and compelling reports

Personal Impact

Upon completing this Public Speaking and Presentation Skills training course, you will return to the office with a new set of tools to use to help you become more effective.

Graduates of the course benefit from:

- Creating better professional reputation
- Gaining trust with colleagues and clients
- Dealing with difficult people effectively
- Being seen as leaders and being promoted
- Being valued as experts
- Conducting effective business meetings
- Write effective and compelling reports

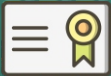
Who should Attend

Managers, executives or any professionals who need to be able to inform, convince or persuade clients or work colleagues. This Advanced Public Speaking and Presentation Skills training course is essential for anyone who has to speak in front of groups, sales people and for any employees who have to deal with the press. This includes

- Business Leaders
- Business Analysts
- Account Managers
- Client Relationship Professionals
- Middle and Senior Managers
- Human Resource Professionals
- Marketing and Salespeople
- Project Managers

Training **Methodology**

Leveraging world best practices proven in real business, the course will be delivered by a recognized Strategic Procurement Professional who has been leading complex procurement projects around the world. Exercises, role plays built on a carefully designed case study will maximize hands-on practice.



CERTIFICATES

On completion of the training a PALGNET Certificate of Attendance will be awarded to delegates.



Manie Bosman

Manie is leadership consultant, specializing in neuro-based leadership, culture change, strengths-based development, neurocoaching and in the emerging field of neurosafety. He draws on more than 30 years of international work in executive leadership and organizational development and has considerable experience in leadership consulting, corporate training, leadership coaching, team development,

Course Facilitator

content and program development, public speaking, and interventions in local and international non-profit and corporate environments.

Manie is an internationally acknowledged thought leader in the neuroscience of leadership and his core focuses include neuro-based leadership development; brain-minded culture change; strengths-based team development; diversity management and communication.

His wide knowledge base, solid academic background, years of practical leadership experience and strong interpersonal abilities enable him to help individuals and groups reach optimum efficiency and fulfillment in pursuing their visions and goals.

He holds a Master of Arts in Organizational Leadership from Regent University in the USA and an Honors Degree in Journalism. He is a Certified Strengths Master Coach and is also certified as a DISC-360 practitioner



Course **Outline**

Presentation Essentials

- How to be a Successful Presenter
- Delegate Needs Analysis and Introduction
- Clarity, Structure, Revision
- The Essentials of Effective Presentation
- Introduction to Body Language and Feedback
- Self-evaluation Techniques

Presentation Practice and Delivery

- Dressing for Success and Boosting Your Credibility
- Handling Questions
- Key Point Overview
- Building Transitions
- Delivering with Passion
- Beginning with Impact
- Capturing Attention and Holding Attention
- Building Rapport
- Projection, Pitch, Rate and Gesture
- Drawing to a Conclusion

Presentation Preparation

- Best Practice
- Why be a Presenter?
- Who are your Audience?
- Anticipating Questions
- Keeping Your Audience Focused
- How to Research
- Structuring Your Thoughts

Slide Preparation

- Why Use Slides? Handouts vs. Slides
- How to make the Perfect Slide Show and Advanced Slide Creation
- Revising Your Presentation
- How to Use Data and Visuals
- Virtual Presentation
- How to be Persuasive and Convincing
- Fear and How to Overcome It
- Mental Preparation
- Relaxation and Visualization Techniques

Public Speaking

- Difference between Public Speaking and Presentations
- The Paradox of Public Speaking
- Public Speaking Audience Needs Analysis
- Finding Credible Sources for Public Speaking
- Citations and their Importance
- The Causes of Public Speaking Apprehension
- How to Appear Confident
- How to Handle Hostile Questions and Win Over Your Audience
- Dealing with Interruptions



Report **Writing** **Module**

Report writing serves important functions in all organizations and is common and necessary tasks for staff in various levels and roles throughout the organisations. Nevertheless, writing reports can be challenging. Reports must analyze the information that is presented, draw consistent conclusions, and make sensible and practical recommendations, otherwise they risk falling short of their objective. This module will focus on aspects that make reports effectively meaningful and will introduce participants to best practices in report writing and help them to develop the knowledge and skills needed to improve their efficacy in writing, presenting reports. The module will equip you with skills and techniques to write clear and engaging reports that encourage the reader to take action on your recommendations.

- Understanding purpose and types of reports, tools for planning and preparation of your work
- Planning and organizing your thinking and material for effective reporting
- Content development, collecting information and effective presentation
- Developing better communication and language skills
- Developing template to guide report writing
- Common mistakes and best practices
- Importance of quality reporting in a competitive business environment.
- Determining suitable reporting for different audiences.
- Key elements of technical reporting.
- Monthly progress reports, activity reports, routine reports, field trip reports, meetings reports.
- Produce effective reports and tailor a report to a target audience
- Local and international trends in report and proposal writing
- Why the business world is now trying to simplify reports.
- Concept to construction-a practical guide to report-building
- How to produce a powerful one-page executive summary
- Why knowing how to self-edit is a must for anyone writing a report



Contact Us

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