

Presentation Skills

Communicate ideas clearly,
confidently, and with impact



BUILD MEANINGFUL PRESENTATION SKILLS

Build confidence, credibility, and influence when communicating ideas

In today's professional environments, the ability to present ideas clearly is essential. Whether speaking to colleagues, managers, clients, or wider audiences, strong presentation skills shape how ideas are understood, trusted, and acted upon.

Many capable professionals struggle not because their ideas lack value, but because messages are unclear, poorly structured, or delivered without confidence. This programme helps professionals develop the skills required to communicate with clarity, engage audiences, and present with confidence in a range of workplace situations.

WHY PRESENTATION SKILLS MATTER

In modern workplaces, communication quality directly impacts influence, credibility, and outcomes.

Without effective presentation skills, professionals may experience:

- Difficulty structuring ideas clearly
- Loss of audience attention
- Lack of confidence when speaking
- Anxiety or nervousness when presenting
- Messages that fail to land or influence decisions

Presentation Skills equips participants with practical techniques to prepare, structure, and deliver presentations that are clear, engaging, and professional.

PROGRAMME OVERVIEW

Presentation Skills helps participants understand:

- The purpose and importance of presentations in the workplace
- How to structure presentations for clarity and impact
- How to organise content logically
- How to adapt messages to different audiences
- How to deliver presentations with confidence and control

Participants learn how to prepare presentations using clear introductions, focused content, and strong conclusions, while developing a presentation style that feels natural and professional.

The result:

More confident presenters, clearer communication, and stronger professional impact.

Effective presentations are not about performance.

They are about clarity, structure, and connection.

Accredited and **quality assured**



What this programme Prepares you to do

Presentation Skills equips professionals to communicate ideas confidently and clearly in formal and informal presentation settings.

The programme focuses on practical application, ensuring participants can prepare and deliver presentations that engage audiences, convey messages effectively, and reflect professional credibility.

PARTICIPANTS DEVELOP THE CAPABILITY TO

- Understand the purpose and value of presentations
- Prepare and structure clear, effective presentations
- Organise content for maximum impact
- Communicate ideas confidently to different audiences
- Engage and maintain audience attention
- Deliver presentations with clarity and confidence
- Handle different presentation situations professionally

OUTCOMES FOR PARTICIPANTS

- Structure presentations clearly and logically
- Present ideas with greater confidence and control
- Engage audiences more effectively
- Communicate messages with clarity and impact
- Adapt presentation style to different situations
- Improve overall communication effectiveness

Programme structure and **delivery options**

Programme Duration

4 learning hours

Delivery Format

Instructor-led (online)
Subject Matter Expert

Flexible Delivery

Adaptable for organisational requirements and team-based rollouts

Organisation Bundles

Organisational packages and volume discounts available

Instructor-led delivery

Every training unit is delivered by subject-matter experts with real-world professional and organisational experience – ensuring learning is practical, relevant, and immediately applicable.

HOW LEARNING IS APPLIED

This programme focuses on applying presentation skills in real workplace situations, where clarity, confidence, and engagement are critical to success.

Participants practise preparing and delivering presentations, receive feedback, and apply techniques to realistic professional scenarios.

PARTICIPANTS EXPLORE

- ✓ Preparing and structuring presentations clearly
- ✓ Organising content for audience understanding
- ✓ Engaging audiences effectively
- ✓ Managing nerves and building confidence
- ✓ Handling challenging presentation situations professionally

THIS PROGRAMME IS DESIGNED FOR

- Employees who present information as part of their role
- New employees building confidence in communication
- Professionals seeking to improve presentation skills
- Anyone looking to present ideas more clearly and confidently

COURSE PREREQUISITES

No prior presentation or public speaking training is required.

The programme is suitable for early-career professionals as well as experienced employees seeking to strengthen communication and presentation confidence.

PROGRAMME DELIVERY

- Instructor-led delivery by subject-matter experts
- Online formats
- Practical exercises and real-world examples
- Feedback-led learning

WHAT THIS TYPE OF TRAINING DELIVERS

Immediate Application

Apply presentation techniques directly to real workplace situations.

Stronger Communication

Deliver messages clearly, confidently, and with purpose.

Audience Engagement

Maintain attention and build understanding.

Professional Confidence

Present ideas with control, credibility, and impact.

The result:

More confident presenters. Clearer communication. And learning that delivers real professional impact where it matters.

COCREATE TO ACTIVATE™

CoCreate to Activate™ is Maximus Academy's four-step method for building skills that last—not just in the classroom, but inside real organisations operating in fast-moving, high-demand sectors across the region.

Turning capability into national outcomes.



ASSESS

Understand the real operating world

What this Ensures

- Skills that match global industry demands, not generic international templates.



DESIGN

Build training that fits the sector

- Immediate operational impact, because training is built around real sector challenges.



DELIVER

Teach through Saudi SMEs and practitioners

- Lasting organisational capability through the adoption of performance-driven tools and behaviours.



SUSTAIN

Embed the change inside organisations

It is the difference between training individuals and equipping an entire workforce with the capabilities to perform, adapt, and deliver at scale.



Register for the course through the QR code

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Training that fits your world

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