

# Presentation and Delivery Skills

Turn ideas into messages people understand, trust, and remember



# MASTER PRESENTATION AND DELIVERY SKILLS

Build **clarity**,  
**credibility**, and  
influence when  
communicating ideas

**Strong presentation skills** are not about performance or confidence on stage. They are about being understood. In many organisations, valuable ideas fail to create impact because messages are unclear, delivery lacks confidence, or audiences disengage before the point is made.

Professionals are frequently required to present reports, recommendations, or information without having been taught how to communicate effectively. This programme helps participants develop the skills required to deliver messages with clarity, confidence, and credibility in real workplace settings.

## WHY PRESENTATION AND DELIVERY SKILLS MATTER

In professional environments, communication quality directly affects trust, influence, and decision making.

Without effective presentation and delivery skills, professionals may experience:

- Messages that are unclear or poorly structured
- Loss of audience attention
- Nervousness or anxiety when presenting
- Difficulty handling questions or challenges
- Reduced credibility and influence

Presentation and Delivery Skills equips participants with practical tools to prepare, structure, and deliver presentations that engage audiences and drive understanding.

## PROGRAMME OVERVIEW

Presentation and Delivery Skills helps participants understand:

- What makes an effective presentation
- How to prepare and structure messages clearly
- How to communicate ideas confidently and persuasively
- How to use voice, pauses, and body language effectively
- How to engage different audience types and group sizes
- How to manage nerves and challenging situations calmly

Participants develop practical techniques that can be applied across a wide range of presentation scenarios – from internal meetings and reports to formal presentations and public speaking engagements.

### The result:

Clearer communication, stronger influence, and more confident professionals representing their organisation.

**Effective presentations** are not about speaking more.

They are about communicating better.

Accredited and **quality assured**

# What this programme Prepares you to do

Presentation and Delivery Skills equips professionals with the capability to communicate ideas clearly, persuasively, and with confidence in professional settings.

The programme focuses on real-world application, ensuring participants can apply presentation and delivery techniques directly in meetings, briefings, and formal presentations.

## **PARTICIPANTS DEVELOP THE CAPABILITY TO**

- Understand the core elements of effective presentations
- Prepare and structure presentations with clarity and purpose
- Communicate ideas confidently and persuasively
- Use voice, pauses, and body language effectively
- Engage different audience types and group sizes
- Avoid common presentation and public speaking mistakes
- Handle difficult questions and challenging situations calmly
- Build confidence when presenting under pressure

## **OUTCOMES FOR PARTICIPANTS**

- Deliver clear, confident, and engaging presentations
- Structure messages that are easy to understand and remember
- Communicate with credibility in professional environments
- Manage nerves and present calmly under pressure
- Handle questions and challenges with confidence
- Use body language and visuals to support key messages
- Represent their organisation more effectively

## Programme structure and **delivery options**

### Programme Duration

8 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 and delivery skills in real workplace situations, where clarity, confidence, and credibility directly influence outcomes.

Participants practise presenting, receive feedback, and apply techniques to realistic professional scenarios.

## PARTICIPANTS EXPLORE

- ✓ Preparing and structuring clear presentations
- ✓ Engaging audiences effectively
- ✓ Managing nerves, anxiety, and pressure
- ✓ Using voice, pauses, and body language with purpose
- ✓ Handling difficult questions and situations calmly
- ✓ Delivering messages that are clear, engaging, and memorable

## THIS PROGRAMME IS DESIGNED FOR

- Professionals who present information, reports, or ideas
- Employees required to speak in meetings or formal settings
- Teachers, trainers, and facilitators
- Managers and team leaders
- Anyone seeking to improve presentation and public speaking skills

## COURSE PREREQUISITES

No prior presentation or public speaking training is required.

The programme is suitable for professionals at all levels seeking to strengthen communication, confidence, and influence.

## PROGRAMME DELIVERY

- Instructor-led delivery by subject-matter experts
- Online formats
- Practical and interactive sessions
- Real-world examples and exercises

## WHAT THIS TYPE OF TRAINING DELIVERS

### Immediate Application

Apply presentation and delivery techniques directly to real work situations.

### Stronger Influence

Communicate ideas that are trusted and understood.

### Professional Confidence

Present calmly and clearly under pressure.

### Lasting Impact

Deliver messages people remember and act on.

## The result:

Clearer communication. Stronger credibility.

And professionals who represent their organisation with confidence and impact.

# 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

maximus academy  
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*Training that fits your world*

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