

## Effective Communication & The Disciplines of Professional Presentations

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<b>Date</b>	: Sunday, March 17, 2013	<b>Last Date of Registration</b>	: 14 March, 2013
<b>Shift</b>	: Morning	<b>Time</b>	: 9:30AM - 5:30PM
<b>Venue</b>	: Bdjjobs Training, BDBL Building (Level 19), 12 Kawran Bazar C/A, Dhaka 1215.	<b>Registration Fees</b>	: Tk. 4000.00/Participant <b>Get 5% discount by paying online</b>

[Pay Online for Registration](#)

### RESOURCE PERSON



**Dr. Upali Mahanama**  
DBA, FSBP, MNZIM, FMSLM,  
Marketing & Management Consultant,  
Sri Lanka

Dr. Upali Mahanama is a Marketing Consultant and a Management Trainer of international repute, with exceptional Training skills and a unique style.

In 2005, he was conferred a Doctorate in Business Management by Phoenix International University and a Fellowship by the Society for Business Practitioners U.K. He also holds the Membership of the New Zealand Institute of Management.

From an International Panel of 8 Presenters, he was adjudged the Best Presenter in the U.A.E. As Chairman of Junior Chamber International, U.S.A. he conducted numerous Training Seminars internationally, covering a range of Subjects like Communication, Presentation Skills, Time Management, Emotions & Stress Control, Leadership & Teambuilding.

His academic career includes Visiting Lecturer of University of Ceylon 1979-81, Consultant/Trainer of Post Graduate Inst. of Management, Sri J'pura University 2002, Course Director, Polytechnic Diploma in Marketing 1990 -95, Visiting Lecturer, Katubedde University, Moratuwa 2002, Board Member of Editorial Advisory Board - Rajiv Academy of Management, India, Consultant of Curriculum Panel - Rajarata University, Sri Lanka 2005 and Senior Associate & Advisor - Nutshell Forum since 2004. He is the co-author of "Marketing Skills in Management" published in India in February 2008 and he has contributed numerous articles to International Journals.

### WHO CAN ATTEND

Managers, Executives and Supervisors to develop a professional approach towards effective Oral Communication and Presentation Skills.

### Effective Communication & The Disciplines of Professional Presentations

A highly interactive Full-day Training Seminar specifically designed with a practical and motivational thrust for high calibre Managers, Executives and Supervisors, to develop a professional approach towards effective Oral Communication, Presentation Skills and the fine Art of Public Speaking.

#### WHY THIS COURSE IS IMPORTANT?

In a highly competitive Business environment, the need for professionalism becomes increasingly important.

#### This is the need of the Hour!

Disciplined and highly motivated Managers with a high degree of Communication Skills and the ability to address an audience are definite assets to any Organization. Thus, they should be well trained persons with highly developed skills in effective Communication and the Art of Public Speaking, to supplement their own technical knowledge of the Subjects they wish to present.

The ability to communicate an idea effectively or hold audience interest over a long period of time, by the employment of proven tactics and techniques, is an essential pre-requisite for all Managers and those engaged in educating selected Target Groups to achieve declared objectives.

This Training Seminar has been designed & developed over the years to achieve this objective. The Methodology employed will facilitate effective interaction and develop a positive attitude:

A "Win-win" Approach in every Communication - related situation.

#### THE STUTTERER AND THE EFFECTIVE SPEAKER

The Speaker was introduced after dinner. He came to the microphone and began haltingly:

"My F-F-Friends, when I arrived h-h-here this evening, only God and I knew what I was g-g-going to say. Now..... Only God knows!"

This Speaker obviously had stage fright, was unprepared and had drawn a memory blank. This is a common phenomenon among untrained Speakers, who are called upon to address audiences. This could be the predicament of untrained Managers, who have in the course of their duties, to make presentations and address Company personnel or outside audiences.

This Speaker, realizing his shortcoming and the embarrassment he would face from time to time, took many years of Speech Training to get back to the Microphone with confidence. But finally he was on his feet, entertaining his audiences with finesse, as a brilliant Speaker.

"SPEAKRAFT" will make you a good Speaker and an effective Presenter, who can reach out to audiences, hold their attention and earn their respect.

#### COURSE HIGHLIGHTS

This Seminar offers a 10 - Point Benefit Formula. At the conclusion of the Seminar Participants will be able to:

- Follow: A systematic approach to Effective Oral Communication.
- Understand: The Principles and Systems of Communication.
- Identify: Communication Barriers and Feedback Systems.
- Comprehend: The 5-point Speech Formula.

**METHODOLOGY**

**Group Exercise Case Study Interactive Lecture**

**BOARDING**

Arrangement for lunch and two tea-break would be made by the Organizer during the workshop

**WORKSHOP DETAILS****Venue:**

Bdjobs Training, BDBL Building (Level 19),  
12 Kawran Bazar C/A, Dhaka 1215.

**Date & Time:**

Date: Sunday, March 17, 2013

Time: 9:30AM - 5:30PM

**Workshop Fees:**

Tk. 4000.00/Participant

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on Decisions](#)

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process



- Realize: The need to develop an effective Posture in Presentations.
- Develop: A systematic approach in Preparing for Presentations.
- Understand: A proven system of effectively constructing a Speech.
- Appreciate: The need for Rehearsing and developing Rehearsing Techniques.
- Acquire: Skills in effective Delivery and Voice Control.
- Develop: The Art of handling Hecklers, Disturbances & Memory blocks.

**Contents of Training:****MODULE 1 - PROFESSIONALISM & EFFECTIVE COMMUNICATION**

- The Need for Professionalism in Modern Management
- Focus on Knowledge, Skills, Disciplines and Leadership
- Presentation Skills and the Function of Effective Communication
- "The Message Chain" - Exercise
- What is Communication?

**MODULE 2 - EFFECTIVE ORAL COMMUNICATION- PRINCIPLES, DISCIPLINES & BARRIERS**

- Principles of Effective Communication
- Communication Barriers and Safeguards
- Practical Tips on Effective Communication
- The Ten commandments of Effective Communication

**MODULE 3 - "TWO - MINUTER" - UNFORGETTABLE EXPERIENCE**

- "My Most Unforgettable Humorous Experience" - Discussion
- Planned Presentations - Exercise

**MODULE 4 - THE EFFECTIVE SPEECH: THE POSTURE**

- The 5 Point Plan - Posture, Construct, Prepare, Rehearse, Delivery / Voice
- The Posture - Vital Features - Exercise
- "Stand Up, Speak Up & Shut Up "
- "Tension Reducers" - Exercise

**MODULE 5 - THE SPEECH: CONSTRUCTION & PREPARATION**

- Borden's Formula & the AIDA Technique
- Effective Preparation : The 9 - Point Plan
- Analysis of "The 2 - Minuter " - Exercise
- Identification of Individual Weaknesses

**MODULE 6 - REHEARSING TECHNIQUES, VOICE & DELIVERY**

- Effective Rehearsing Techniques
- The Use of Voice & The Art of Delivery
- Handling Disturbances
- Overcoming Memory Blank

 [Request for Registration](#)

Certificates will be awarded to participants at the end of workshop  
**REGISTRATION DETAILS**

For **Registration** or additional information please call us at **9140345,9117179, 01811410862, 01926673098**

or E-mail at

[asad@bdjobs.com](mailto:asad@bdjobs.com) or [hasantareq@bdjobs.com](mailto:hasantareq@bdjobs.com)

To confirm your registration, Please pay the registration fee by **14 March, 2013 at Bdjobs.com Office by A/C Payee Cheque or cash.**

**Bdjobs.com Ltd.**

19 th floor (East), BDBL Building (Old BSRS)  
12 Karwan Bazaar  
Dhaka - 1215

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**Bdjobs.com Training Program in March 2013**

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