

MARKETING & COMMUNICATION | COURSE BROCHURE

Presentation Skills for Professionals

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Professionals are judged by how they present ideas as well as by the ideas themselves. This practical course builds presentation skills: structuring presentations, designing clear slides, voice and body language, managing nerves, engaging audiences, handling questions and presenting online.

Confident presenters win support for their ideas. You will practise repeatedly with feedback until you present with impact.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Repeated presentations with video feedback, slide clinics, voice exercises and Q&A practice.

Course objectives

By the end of this course, participants will be able to:
• Structure presentations for clarity
• Design simple, effective slides
• Use voice and body language confidently
• Manage presentation nerves
• Engage and involve audiences
• Handle questions and present online

Target audience

This course is suitable for:
• Professionals who present at work
• Managers and team leaders
• Technical specialists
• Sales professionals
• Graduates and early-career staff



Course content

Target competencies

Participants will develop competencies in:

- Structure
- Slide design
- Delivery
- Audience engagement
- Q&A handling

Course outline

Day 1: Planning Presentations

09:00–10:08	Audience and purpose
10:08–11:00	Key messages
11:00–11:30	**Coffee break**
11:30–11:45	Key messages (continued)
11:45–12:53	Structure
12:53–14:00	Short presentation

Day 2: Slides

09:00–10:08	Slide design principles
10:08–11:00	Data on slides
11:00–11:30	**Coffee break**
11:30–11:45	Data on slides (continued)
11:45–12:53	Visuals
12:53–14:00	Slide clinic

Day 3: Delivery

09:00–10:08	Voice and pace
10:08–11:00	Body language
11:00–11:30	**Coffee break**



Course content

11:30–11:45	Body language (continued)
11:45–12:53	Nerves
12:53–14:00	Video practice

Day 4: Engagement and Q&A

09:00–10:08	Interaction
10:08–11:00	Stories and examples
11:00–11:30	**Coffee break**
11:30–11:45	Stories and examples (continued)
11:45–12:53	Handling questions
12:53–14:00	Practice

Day 5: Online and Final

09:00–10:08	Virtual presenting
10:08–11:00	Hybrid audiences
11:00–11:30	**Coffee break**
11:30–11:45	Hybrid audiences (continued)
11:45–12:53	Final presentations
12:53–14:00	Feedback

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Paris Confirmed dates	23 Nov 2026	27 Nov 2026	**€2,860.–**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**€1,250.–**
Amsterdam Confirmed dates	7 Dec 2026	11 Dec 2026	**€2,540.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.–**
Dubai Confirmed dates	11 Jan 2027	15 Jan 2027	**€3,150.–**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,250.–**
Cape Town Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,890.–**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,250.–**
Rome Confirmed dates	22 Feb 2027	26 Feb 2027	**€2,450.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**€1,250.–**
London Confirmed dates	15 Mar 2027	19 Mar 2027	**€2,450.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,450.–**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,250.–**
Rome Confirmed dates	19 Apr 2027	23 Apr 2027	**€2,450.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,250.–**
London Confirmed dates	10 May 2027	14 May 2027	**€2,450.–**
Online Confirmed dates	10 May 2027	14 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Istanbul Confirmed dates	31 May 2027	4 Jun 2027	**€2,650.-**
Online Confirmed dates	31 May 2027	4 Jun 2027	**€1,250.-**
Barcelona Confirmed dates	21 Jun 2027	25 Jun 2027	**€2,840.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,250.-**
Dubai Confirmed dates	5 Jul 2027	9 Jul 2027	**€3,150.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,250.-**
Cape Town Confirmed dates	26 Jul 2027	30 Jul 2027	**€1,890.-**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**€1,250.-**
Barcelona Confirmed dates	16 Aug 2027	20 Aug 2027	**€2,840.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**€1,250.-**
Cape Town Confirmed dates	6 Sept 2027	10 Sept 2027	**€1,890.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**€1,250.-**
Rome Confirmed dates	27 Sept 2027	1 Oct 2027	**€2,450.-**
Online Confirmed dates	27 Sept 2027	1 Oct 2027	**€1,250.-**
Frankfurt Confirmed dates	11 Oct 2027	15 Oct 2027	**€2,650.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,250.-**
Vienna Confirmed dates	1 Nov 2027	5 Nov 2027	**€2,940.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Dubai Confirmed dates	22 Nov 2027	26 Nov 2027	**€3,150.-**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**€1,250.-**
Vienna Confirmed dates	13 Dec 2027	17 Dec 2027	**€2,940.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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View the latest course details online