

In any organization we need to communicate our ideas and achievements with others in the most effective way. There are several ways to communicate but the most common in the business settings is through presentations. To ensure that every presentation you prepare is a success you need to learn the key technical skills. **GLICS** is pleased to offer the techniques and tools for preparing and presenting the most effective presentations.



The Global Innovations Consultancy Services (GLICS)

GLICS is established recently with the intent to evaluate programs, conduct studies, organize trainings, and provide accreditation services. GLICS is committed to working in partnership with the government, donors, UN agencies, academic institutes, non-governmental organizations, and private sector in delivering effective solutions through generating evidence-based information, ensuring sustainable and integrated capacity development, and granting accreditation to institutions and corporations. GLICS provides technical assistance through its in-house specialists and a database of proven international consultants.

Date, Timing and Venue

When: March 11-12, 2015

Where: HN 30, Tank-e-tail Street, Next to Sofra Restaurant, Shahr-e-Naw, Kabul

Time: 9:00 am - 4:00 am

Fee: Totally 200 USD

Contact

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Tools and Techniques for Making Effective Presentation

Day one	
Time	Topic
09:00 am - 09:30 am	Introduction
09:30 am - 09:45 am	Setting Expectations
09:45: am: 10:00 am	Setting Rules
10:00 am - 10: 45 am	Preparing Your Presentation
10:45 AM - 11:00 am	Tea break
11:00 AM - 12:00 pm	Group Work
12:00 AM - 01:00 pm	Lunch and Prayer
1:00 pm - 2:30 pm	Structuring Your presentation
2:30 pm - 3:30 pm	Group Work
3:30 pm - 4: 00 pm	Presentation of the Groups
Day Two	
9:00 am - 10:45 am	Making Your Presentations
10:45 am - 11:00 am	Tea Break
11: 00 am: 12:00 pm	Group Work
12:00 am - 1: 00 pm	Lunch and Prayer
1:00 pm - 2:30 pm	Supporting Your Presentations
2:30 pm - 3:00 pm	Group Work
3:00 pm - 3:30 pm	Presentations
3:30 pm - 3:45 pm	Presentation Checklist
3:45 pm - 4:00 pm	Conclusion