



LEADERSHIP AND MANAGEMENT DEVELOPMENT

Presentation and Public Speaking Skills

3 day course

Classroom, online or in-house

Course overview

Most workplace presentations fail before anybody speaks, because the presenter organised what they know rather than what the audience needs to decide. This course fixes the preparation and then the delivery. Delegates work through audience analysis and the single message a presentation exists to land, structuring for an audience that will not hear everything, and opening in a way that earns attention rather than spending it on an agenda slide. Visual material is covered honestly, including the slides that would be better as a document. Voice, pace, movement and the management of nerves are practised. Handling questions, including hostile and unanswerable ones, follows. The course closes on presenting remotely and on presenting to senior people with little time.

What you will learn

- Analyse an audience and define the single message to land
- Structure a presentation for an audience that will not hear everything
- Open in a way that earns attention
- Design visual material, and recognise when a document is better
- Use voice, pace and movement, and manage nerves
- Handle questions including hostile and unanswerable ones
- Present remotely and to senior people with little time

Who should attend

- Managers and supervisors who present to others
- Technical staff presenting to non technical audiences
- Sales and business development personnel
- Anyone presenting to a board or committee
- Trainers and facilitators

Course outline

- 01 Organised around the speaker instead of the audience
- 02 Audience analysis and the single message
- 03 Structure and selective attention
- 04 Openings that earn attention
- 05 Visual material and when to use a document
- 06 Voice, pace, movement and nerves
- 07 Handling questions and hostility
- 08 Remote presenting and senior audiences

Upcoming dates

Dates	Venue	Format	Fee per delegate
4 to 6 November 2026	Johannesburg, South Africa	Classroom	R14,950
16 to 18 December 2026	Online	Online	R6,500
25 to 27 January 2027	Pretoria, South Africa	Classroom	R14,950
29 to 31 March 2027	Durban, South Africa	Classroom	R14,950



Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afiscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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