

## Communication, Research & Presentation Skills Course Details

Department: Environmental, Urban & Regional Planning

Presented by Magna Skills Development Institute

[Registration Link](#)

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## Course Summary

The broad learning objective of this course is to develop the awareness, knowledge, skills and attitudes of participants needed to deliver effective professional presentations. The course is designed so that participants understand the theory of good communication prior to preparing and delivering a presentation within a simulated context. The course is divided between what good communication is, how to prepare an effective presentation, and delivering your presentation so that you have a persuasive impact on your audience.

Each participant will be given individual feedback on how to continuously practice improving their communication skills back in the business environment. The course will enable you to become a professional presenter.

## Course Objectives

- Understand the purpose of your presentation
- Strategically plan your presentation based upon an audience analysis
- Apply assertive verbal skills to capture and maintain audience interest
- Apply critical listening skills and respond confidently to questions
- Develop awareness of how effective non-verbal messages are communicated
- Improve meetings through effective communication skills
- Research the gathering of data and drawing up a report
- Gather, structure and organise a formal report using mind-mapping effectively
- Design and use appropriate visual aids to support your presentation
- Deliver and evaluate your presentation by reviewing a video for a more professional impact
- Apply a rigorous communication checklist in evaluating presentations

## Course Outline

### MODULE 1: Effective Communication

- The importance of self-awareness
- Preparation for a positive first impression
- Barriers to effective communication
- The conventional process model
- Communication purposes
- Business communication

- Effective emails, memos

## MODULE 2: Understanding our audience

- The power of deep listening
- Key communication skills
- Non-verbal communication
- Presenting Reports and research
- Communication in meetings

## MODULE 3: Presentation skills

- Your look, posture, gesture, eye contact
- Using tonal Variety
- Speaking with energy
- Presenting your visuals
- **Non-verbal Communication** From the presenter's perspective body language must not be seen as contrary to the overall message.
- Non-verbal communication also impacts on a presentation:
  - Tone of voice
  - The look on the presenters face
  - Posture
  - Distance
  - Eye contact
  - Gestures
- **Using the Voice**
  - The voice carries messages that are not defined by the words used. This is called paralanguage:
  - Vocal quality
  - Volume
  - Pitch
  - Rate of speech
  - Enunciation / accent
  - Pauses
- **Using the Voice**
  - Most people will respond to a voice that is:

- Interesting
- Friendly
- Pleasant
- Natural
- **The Face**
  - Facial expressions are an integral part of any presentation as it communicates:
  - Emotion
  - Attitude
  - Feelings
  - As a presenter, you need to make sure that your face does not detract from your message!

## **MODULE 4: Delivering your presentation**

- Central message
- Brainstorming
- Using a mind map
- Designing your presentation using power point
- Practising and delivering your presentation
- Feedback and evaluation of your presentation



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## Company Overview

**Who We Are:** Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

**Our Mission:** To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

**Our Vision:** To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

## Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

## Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

## Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

## Request for Training Form

Complete the form and share with Magna Skills Support Team on email [info@magnaskills.com](mailto:info@magnaskills.com) or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[ ____ ] Face to Face [ ____ ]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.