



Presentation training

How to win over your audience

Seminar objective

Would you like to increase your persuasiveness, make optimal use of modern methods and present in a way that is appropriate for your target group? In this seminar, we will teach you the most important presentation techniques so that you can inspire your audience for your cause. Media for the preparation and execution of effective presentations will be presented. Each participant will have the opportunity to review and adjust his or her presentation techniques.

Seminar content

The basics of a presentation:

- The preparation of a skillful presentation
- 6 rules for the successful delivery of a presentation
- How do I effectively persuade my audience? - Personality management
- Arguing confidently, convincingly and professionally
- The conclusion of a presentation
- The follow-up of a presentation

Presentation techniques - presenting convincingly:

- Important visualization aids in a presentation
- The most important stylistic devices, argumentation techniques and objection handling in a presentation
- Activation and control of group discussions
- The different presentation situations

The structure of a presentation:

- Introduction, main part and conclusion
- How do I do research correctly?
- How do I design my slides?

Applications in practice:

- Transfer to everyday life
- Case studies
- Improve presentation skills through targeted feedback
- Intensive practical presentation exercises

Methodology

Practical exercises Video examples Exercises with individual feedback
Interactive and experience-oriented exchange Short trainer inputs

Target audience

The presentation training is aimed at specialists and executives from business enterprises of all sizes and sectors as well as from public administrations who want to optimize their rhetoric and presentation skills for their next appearance.

Course ref.

KOM1002

Participants

not more than 9 participants

Schedule

1. Day: 10:00 - 17:00
2. Day: 09:00 - 16:00

Location & dates

Münster

03.06.2024 - 04.06.2024
07.11.2024 - 08.11.2024
13.03.2025 - 14.03.2025
27.03.2025 - 28.03.2025
02.06.2025 - 03.06.2025
30.10.2025 - 31.10.2025

Hamburg

25.04.2024 - 26.04.2024
02.09.2024 - 03.09.2024
15.05.2025 - 16.05.2025
01.09.2025 - 02.09.2025

Berlin

16.01.2025 - 17.01.2025

Hannover

20.06.2024 - 21.06.2024
19.06.2025 - 20.06.2025

Cologone

16.05.2024 - 17.05.2024
26.09.2024 - 27.09.2024
07.07.2025 - 08.07.2025
25.09.2025 - 26.09.2025

Frankfurt am Main

21.11.2024 - 22.11.2024
13.03.2025 - 14.03.2025
20.11.2025 - 21.11.2025

Nuremberg

13.02.2025 - 14.02.2025

Stuttgart

10.10.2024 - 11.10.2024
27.10.2025 - 28.10.2025

Munich



**MANAGEMENT-INSTITUT
DR. A. KITZMANN**

Seminare für Fach- und
Führungskräfte

02.12.2024 – 03.12.2024
03.04.2025 – 04.04.2025
01.12.2025 – 02.12.2025

Fee

1.150,00 € (ex. VAT)
1.368,50 € (inc. VAT)

Included in the price: Working
documents, certificate of
participation, lunch and coffee
breaks.



FAX-ANMELDUNG +49 251 20205-99

Internet: www.kitzmann.biz
E-Mail: info@kitzmann.biz
Telefax: +49 251 20205-99

Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

1. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Firmendaten/Rechnungsempfänger

Firma

Rechnung (Name)

Straße/Nummer

PLZ/Ort

Telefon/Fax

Branche

Datum

2. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Anzahl der Mitarbeiter in Ihrem Unternehmen

Kundennummer

Anmeldebestätigung (E-Mail)

Unterschrift