Elevora
Global Training

COURSE BROCHURE

Presentation Skills and Public Speaking

Communication & Personal Effectiveness

Most demanded

Code	Duration	Formats	Language	Certificate
CS-102	5 or 10 days	Classroom, live online, in-house, blended	English or Arabic	Certificate of completion

A practical communication and personal effectiveness course covering planning a presentation, structuring the message and confident delivery and body language. Run as a 5-day core or 10-day extended programme, in 16 cities, live online or in-house, and fully customisable for your team.

About this course

Presentation Skills and Public Speaking gives delegates a structured, practical understanding of planning a presentation and structuring the message, then builds the skills to apply confident delivery and body language, designing effective visuals and handling questions in real work. Sessions are led by practitioners with at least 15 years in the field.

What you will learn

- Planning a presentation
- Structuring the message
- Confident delivery and body language
- Designing effective visuals
- Handling questions

Who should attend

Professionals in any role who want to communicate, serve customers and work more effectively.

5-day course outline

Day 1	**Planning a presentation**	Concepts, standards and terminology, with a diagnostic exercise to baseline the group.
Day 2	**Structuring the message**	Methods and tools explained step by step, with worked examples from real operations.
Day 3	**Confident delivery and body language**	Hands-on practice in small groups using realistic data, cases and templates.
Day 4	**Designing effective visuals**	Case studies of successes and failures, and how to apply the lessons in your organisation.
Day 5	**Handling questions**	Integration exercise, final knowledge check and a personal action plan.

10-day extended programme

Includes the full 5-day outline, plus a second week of applied work:

Day 6	**Applied workshop: Planning a presentation** — Deeper practice with your own data or site examples.
Day 7	**Applied workshop: Structuring the message and confident delivery and body language** — Group exercises that combine methods from week one.
Day 8	**Field case study: Designing effective visuals** — A detailed industry case worked through from start to finish.
Day 9	**Advanced practice: Handling questions** — Tools, templates and checklists to take back to work.
Day 10	**Assessed project and presentation** — Each delegate presents an improvement plan and completes the final assessment.

Upcoming classroom dates

More dates, cities and live online sessions on request.

Dates	City	Length	Fee per delegate
9 Nov 2026 to 20 Nov 2026	London	10 days	**$6,250**
14 Dec 2026 to 25 Dec 2026	London	10 days	**$6,250**
11 Jan 2027 to 15 Jan 2027	Barcelona	5 days	**$3,450**
1 Feb 2027 to 5 Feb 2027	Amsterdam	5 days	**$3,450**
8 Mar 2027 to 19 Mar 2027	Istanbul	10 days	**$4,450**

Fees per delegate (2026 to 2027)

Format	5 days	10 days
Classroom: Dubai, Istanbul, Cairo, Kuala Lumpur	**$2,450**	**$4,450**
Classroom: London, Europe, Singapore	**$3,450**	**$6,250**
Live online	**$1,450**	**$2,650**
In-house, group of up to 15	**From $12,900**	**From $23,500**

Classroom fees include tuition, materials, lunch and refreshments, and a certificate. 10% group saving for 3 delegates, 15% for 5 or more.

Tailored to your team

Change the level, language, length (1 to 20 days) and format, add topics from other courses or entirely new topics, and include your own case studies, site visits or exam preparation. Build it online for an instant indicative fee.

Register or request an in-house proposal

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