

# PUBLIC SPEAKING SKILLS



## WHO SHOULD ATTEND

- . Principals & Teachers
- . Managers
- . Training Personnel
- . Communication & Media Personnel.
- . Anyone seeking to upgrade and polish their skills in public speaking.

## MODE

On Campus\Online

## INVESTMENT

20,000 Exclusive of 5% SST

# TOPICS

## 1. Power of effective body language

- a. Gestures and Postures
- b. Eye Contact
- c. Audience Connectivity
- d. Correct use of Dice



## 2. Breaking Free

- a. Understanding Nervousness
- b. Fighting Nervousness
- c. Developing a Healthy Relationship with Nervousness

## 3. Engaging the Audience

- a. Understanding Monotony
- b. Overcoming Monotony
- c. Reaching Everyone in the Audience
- d. Sharing Floor with the Audience



## 4. Delivering Prepared Speeches

- a. Methods
- b. Style
- c. Practice
- d. Feedback

## 5. Planning and Structuring Effective Presentations

- a. Preparing and Using Power Point Presentations Effectively
- b. Embedding Power Visuals
- c. Sequencing Patterns

## 6. Impromptu Speaking

- a. Method
- b. Style

## 7. Socializing

- a. Breaking the ice
- b. Keeping Conversations Going

## 8. Negotiating

- a. Building relationships
- b. Maintaining positions and interests



# TRAINERS PROFILE

## Farhan Uddin Raja

*Language & Communication Skills Trainer*



Farhan Uddin Raja is a Ph.D. Scholar and highly accomplished & renowned Corporate Trainer with an extensive work experience of 12 years. He carries a wide ranging experience of 09 years with IBA- Karachi as a corporate trainer. He has conducted customized trainings for Pakistan Atomic Energy Commission, Bank Al Habib, Pakistan Petroleum Limited-Asia, Standard Chartered Bank, Interactive research and Development, House of Habib, National Bank of Pakistan, AdamjeeLife, Khairullah Paper & Board Works (Pvt) Ltd., Sindh Workers Welfare Board, 1Link, PRCL and SeeSam Solutions (Pvt) Ltd. In the last 12 years, Farhan has been associated with University of Karachi, Karachi Institute of Economics & Technology, Institute of Business Administration-Karachi, Institute of Business Administration-Sukkur, Institute of Business Management, SZABIST-Karachi, Bahria University as an academician.

## Syed Sajid Siraj

*Corporate Trainer*



Syed Muhammad Sajid Siraj is currently pursuing his MS in Applied Linguistics. He holds a Master Degree in English Linguistics. He is member of Cambridge English Teacher forum & keeps adding to his portfolio by participating in internationally offered courses & webinars by University of Cambridge and Harvard University. He has also been a Corporate Trainer with International Group of Hotels in Saudi Arabia, Pakistan International Airline and Delloti International. Mr. Siraj has presented talks at different institutions and platform. He has presented papers at various national and international conferences. He has conducted numerous workshops on teachers' training at renowned organization. He's a CELTA (Certificate in English Language Teaching to Adults) certified from University of Cambridge and ESP (English for Specific Purposes) from Aga Khan University. Currently he is engaged in teaching Interpersonal Communication Skills, Business Communication, Functional Grammar, and Functional English at tertiary level at renowned institution of Karachi.

# DISCOUNT POLICY

10% for 2 or more participants & 15% for 5 or more participants from the same organization

## CONTACT US



Phone: 021-38104700-01

Ext: (1811, 1813, 1812)

Email: [besdp@iba.edu.pk](mailto:besdp@iba.edu.pk)

Website: [sdp.iba.edu.pk](http://sdp.iba.edu.pk)

Fax: (92-21) 38103008

IBA Karachi (City Campus) Off Garden Road,  
Karachi - 74400

## PROGRAM & POLICIES

Registrations are only confirmed when full payment has been received from a participant. For a detailed cancellation policy, please visit: <https://sdp.iba.edu.pk/cancellation-policy.php> The Institute may cancel or postpone a program due to insufficient enrolment or unforeseen circumstances. In this case, the institute will refund registration fee, but will not be responsible for any other related expenses including cancellation/change charges by airline and travel agencies. The Institute reserves the right to make changes in its program dates, faculty, policies, and fees at any time. Payment can be made via cheque/bank draft payable to the "Institute of Business Administration, Karachi."

