



Presentation Skills: Practical Workshop

Administration, Communication & Customer Service

QGT-ADM-139 | Practical workshop | 5 or 10 days | Online, classroom, in-house

Course overview

Presentation Skills: Practical Workshop is a hands-on workshop built around exercises and real site problems in Presentation Skills. It covers the principles, the requirements of international service and communication best practice, and the practical methods used on site, with case studies from operations in the Gulf, Africa and worldwide. Available online, in the classroom in 60 cities, or in-house.

What participants will be able to do

- Explain the principles, terminology and scope of Presentation Skills
- Apply the relevant requirements of international service and communication best practice
- Use practical tools, checklists and calculations with confidence
- Recognise common problems, risks and root causes and choose the right corrective action
- Prepare an improvement plan for their own site or organisation

Who should attend

Designed for administrative staff, executive assistants, marketing, sales and customer-facing teams who want practice rather than theory.

Course outline (5 days)

Day 1: Workshop briefing and baseline

Participants bring a real problem from their own site

Day 2: Guided practice 1

Hands-on exercises using templates, checklists and calculators

Day 3: Guided practice 2

Simulations and role-play based on Presentation Skills scenarios

Day 4: Field cases from the Gulf and Africa

Analysing what went wrong and what worked

Day 5: Action plan and peer review

Each participant leaves with a reviewed improvement plan

What the 10-day edition adds

Day 6: Applied project, part 1 – Apply the week-one methods to a case from your organisation

Day 7: Data and digital tools – Software, spreadsheets and digital tools used in practice

Day 8: Lessons from incidents and audits – What investigations and audit findings teach

Day 9: Applied project, part 2 – Complete, test and refine your solution

Day 10: Presentations and final assessment – Present to the group and complete the final assessment

Fees (USD per participant)

Duration	Live online	Classroom	In-house
5 days	\$3,000	\$5,500	On quote
10 days	\$5,500	\$9,900	On quote

Fees include course material and certificate of completion; classroom fees include refreshments and lunch. In-house training is priced per group.

Dates and cities 2027–2030

Dates	City	Format	Duration	Fee
14–18 Feb 2027	Muscat	Classroom	5 days	\$5,500
3–14 May 2027	Paris	Classroom	10 days	\$9,900
23–27 May 2027	Riyadh	Classroom	5 days	\$5,500
4–15 Jul 2027	Cairo	Classroom	10 days	\$9,900
12–16 Jul 2027	Online (live)	Online (live)	5 days	\$3,000
3–7 Apr 2028	Brussels	Classroom	5 days	\$5,500
18–29 Jun 2028	Al Khobar	Classroom	10 days	\$9,900
7–11 Aug 2028	Accra	Classroom	5 days	\$5,500
24 Sep – 5 Oct 2028	Sharm El Sheikh	Classroom	10 days	\$9,900
4–8 Dec 2028	Online (live)	Online (live)	5 days	\$3,000
22–26 Jan 2029	Frankfurt	Classroom	5 days	\$5,500
11–22 Feb 2029	Amman	Classroom	10 days	\$9,900
21–25 May 2029	Luanda	Classroom	5 days	\$5,500
1–12 Jul 2029	Alexandria	Classroom	10 days	\$9,900
16–20 Jul 2029	Online (live)	Online (live)	5 days	\$3,000
4–8 Feb 2030	Geneva	Classroom	5 days	\$5,500
8–19 Jul 2030	Kuala Lumpur	Classroom	10 days	\$9,900
29 Jul – 2 Aug 2030	Zurich	Classroom	5 days	\$5,500
9–20 Sep 2030	Istanbul	Classroom	10 days	\$9,900
16–20 Sep 2030	Online (live)	Online (live)	5 days	\$3,000

How to register

Register online or scan the code

<https://qimmatrainig.com/courses/presentation-skills-practical-workshop/>

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