



Workplace Verbal Communication and Presentation Training Course

3 – 7 October 2027
Accra

Workplace Verbal Communication and Presentation Training Course

Ref: 744_156738 **Date:** 3 – 7 October 2027 **Location:** Accra **Fees:** 4100 Euro

Overview

Workplace Verbal Communication and Presentation Training Course is a five-day foundation course for professionals, coordinators, supervisors, and team members who leave with a Workplace Presentation Practice Plan. Participants develop workplace verbal communication by defining audience purpose, organizing a core message, selecting evidence, using signposting and visual support, rehearsing presentation delivery, strengthening audience engagement, and applying question handling with feedback. Agile Leaders Training Center develops workplace verbal communication and presentation delivery.

Who Should Attend

- Teams responsible for explaining workplace information and recommendations
- Coordinators responsible for briefing colleagues and stakeholders
- Supervisors responsible for presenting operational updates
- Project teams responsible for communicating plans and progress
- Specialists responsible for answering audience questions about their work

The course assumes participants speak in workplace meetings or presentations and leaves out public speaking mastery, business writing, leadership communication, non-verbal communication alone, and advanced presentation design.

Departments and Industries

The course supports departments and industries where teams must present information clearly and respond to audience questions.

- Operations and project-management functions
- Human resources and learning departments
- Technology and professional-service organizations
- Healthcare and hospitality organizations
- Industrial and logistics operations

Learning Objectives

By the end of this course, participants will be able to:



- Apply an audience-purpose statement to a workplace presentation
- Build a structured spoken message with evidence and signposting
- Use vocal pace, pauses, tone, and emphasis for clarity
- Evaluate visual support against the spoken message
- Apply audience engagement and question handling methods
- Build a Workplace Presentation Practice Plan from feedback

Course Agenda

Day 1: Audience Purpose and Message Structure

- Audience Purpose and Outcome Statement
- Core Message Definition Sheet
- Opening, Body, and Close Blueprint
- Supporting Evidence Selection Grid
- Verbal Signposting Route Map

Day 2: Voice and Spoken Clarity

- Word Choice and Concision Checklist
- Vocal Pace and Pause Control
- Tone, Emphasis, and Volume Pattern
- Pronunciation and Clarity Review
- Speaker Note Prompt Card

Day 3: Visual Support and Rehearsal

- Visual Aid Relevance Screen
- Slide and Spoken Message Alignment
- Rehearsal Timing and Flow Checklist
- Delivery Observation Sheet
- Feedback Capture Record

Day 4: Audience Engagement and Questions

- Audience Engagement Question Plan
- Attention and Participation Cue Map
- Question Listening and Clarification Funnel
- Answer Structure and Evidence Check
- Question-to-Closing Transition Plan



Day 5: Workplace Presentation Practice

- Exercise: Define Audience Purpose and Core Message
- Exercise: Build a Structured Spoken Presentation
- Exercise: Rehearse Voice, Pace, and Visual Support
- Exercise: Engage the Audience and Manage Questions
- Capstone: Workplace Presentation Practice Plan

Practical Exercises

The course uses suggested activities drawn from technology, healthcare, hospitality, industrial, logistics, and professional-service settings.

- Suggested activity: convert a workplace brief into an audience-purpose statement and message blueprint.
- Suggested activity: rehearse a short explanation using vocal pace, pauses, signposting, and a visual aid.
- Suggested activity: practice audience engagement and answer questions with clarification and evidence.
- Suggested activity: use observation feedback to revise a Workplace Presentation Practice Plan.

FAQs

Who suits workplace verbal communication and presentation training, and what does it assume?

Professionals, coordinators, supervisors, and team members suit the training; it assumes they speak in workplace meetings or presentations and explain information to others.

How does workplace verbal communication and presentation training differ from public speaking training?

Workplace verbal communication and presentation training concentrates on routine business messages, evidence, visual support, audience questions, and feedback rather than stage performance or public-speaking mastery.

How should a workplace presentation message be structured?

A workplace presentation message should connect audience purpose to one core message, arrange supporting points in a clear opening-body-close sequence, and use evidence and verbal signposts.

How can presentation delivery manage audience questions?

Presentation delivery can manage audience questions by listening fully, clarifying intent, structuring a concise answer, supporting it with relevant evidence, and returning the audience to the closing message.



What belongs in a Workplace Presentation Practice Plan?

A Workplace Presentation Practice Plan includes audience purpose, core message, structure, evidence, signposting, vocal choices, visual support, engagement prompts, anticipated questions, rehearsal observations, and improvement actions.

Conclusion

Participants take back a Workplace Presentation Practice Plan supported by a message blueprint, evidence grid, rehearsal checklist, observation sheet, and question plan. It changes improvised explanations into organized workplace presentations with purposeful verbal choices and audience interaction. The plan gives participants a repeatable basis for preparation, practice, delivery, and improvement.