



## Presentation Skills

SEHG-SM-9958 · Business · approx. 9 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

### COURSE DESCRIPTION

Sales & Marketing course covering presentation skills. Self-paced lessons with applied exercises.

### WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

### WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 12 course modules
- 9 instructional videos — 9 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English · Español

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

### MODULE MAP

- **Module 1 — Introduction**
  - Course Objectives
- **Module 2 — Creating the Program**
  - Performing a Needs Analysis
  - Writing the Basic Outline
  - Structuring the Information
  - Researching, Writing and Editing
  - Presentation- Basic Outline
- **Module 3 — Choosing Your Delivery Methods**
  - Basic Methods
  - Advanced Methods
  - Basic Criteria to Consider
- **Module 4 — Verbal Communication Skills**
  - Listening and Hearing: They Aren't the Same Thing
  - Asking Questions
  - Communicating With Power
- **Module 5 — Non-Verbal Communication Skills**
  - Body Language
  - Gestures
  - The Signals You Send to Others

- It's Not What You Say, It's How You Say It
- **Module 6 — Overcoming Nervousness**
  - Preparing Mentally
  - Physical Relaxation Techniques
  - Appearing Confident in Front of the Crowd
- **Module 7 — Creating Fantastic Flip Charts**
  - Required Tools
  - The Advantages of Pre-Writing
  - Using Colors Appropriately
  - Creating a Plan B
- **Module 8 — Creating Compelling PowerPoint Presentations**
  - Required Tools
  - Tips and Tricks
  - Creating a Plan B
- **Module 9 — Wow 'Em With the Whiteboard**
  - Traditional and Electronic Whiteboards
  - Using Colors Appropriately
  - Creating a Plan B
- **Module 10 — Vibrant Videos and Amazing Audio**
  - Required Tools
  - Tips and Tricks
  - Creating a Plan B
- **Module 11 — Pumping it Up a Notch**
  - Make Them Laugh a Little
  - Ask Them a Question
  - Encouraging Discussion
  - Dealing With Questions
- **Module 12 — Assessment**

## COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.  
The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

## OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

**Every certificate carries a unique credential ID — verify at:**

[SynergyEducation.AI/verify](https://SynergyEducation.AI/verify)

## SUPPORT, ACCESS & POLICIES

- Support: [CEO@SynergyEducation.AI](mailto:CEO@SynergyEducation.AI)
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

## Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

**\$49 · SEHG-SM-9958 · SynergyEducation.AI**

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact [CEO@SynergyEducation.AI](mailto:CEO@SynergyEducation.AI).