LDI TRAINING
"Leading Edge Courses for Professionals" ™

**An LDI Training Course**

# Effective Communication, Presentation & Negotiation Skills

## How to Deliver Ideas and Information with Confidence


**by**

**Dr. Ir. Amelia Naim Indrajaya, MBA**


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## Training Description

This training is designed to help participants develop effective communication, presentation, and negotiation skills in a professional context. Participants will learn how to communicate ideas clearly, present themselves confidently, and negotiate effectively to achieve their goals.

## Objectives of this training

- Develop effective verbal and nonverbal communication skills
- Improve the ability to present confidently and persuasively
- Develop effective negotiation strategies to achieve goals
- Apply communication, presentation, and negotiation skills in a professional context

## Training Materials

**Effective Communication**
- Definition and principles of effective communication
- Verbal and nonverbal communication skills
- Overcoming communication barriers

**Effective Presentation**
- Principles of effective presentations
- Clear and persuasive presentation structure
- Using visual aids Effective

**Effective Negotiation**
- Definition and Principles of Effective Negotiation

• Effective Negotiation Strategies
• Resolving Conflict and Reaching Agreement

**Team Communication**
• Communication Skills in Teams
• Managing Conflict in Teams
• Improving Teamwork

**Presentation and Negotiation in a Professional Context**
• Applying Communication, Presentation, and Negotiation Skills in a Professional Context
• Facing Different Situations in Presentations and Negotiations

## Learning Methods:

• Lecture
• Group & Individual Exercises
• Role-play
• Presentation
• Case study

## Who Should Attend

This course is designed for anyone who wants to be able to present his or her ideas or information in front of an audience. Besides learning the theories, all participants will have plenty of opportunities to practice their presentation skills in front of an audience with videotaping.

## About Instructor

**Dr. Ir. Amelia Naim Indrajaya, MBA**

An internationally respected speaker, trainer, and author, Dr. Amelia brings decades of experience in strategic management, ESG leadership, communication, and spirituality in business.

She is a seasoned executive educator from IPMI Business School and has worked with major corporations such as Pertamina, Telkom, Toyota Astra Motor, and Griffith University. Her doctorate from Universitas Indonesia focused on Strategic RBV and Spirituality at Work.

## Training Confirmation

LDI Training will provide a Confirmation Letter after we receive registration according to the required quota .

**This course is presented by LDITraining.**

For information about LDI Training please visit www.lditraining.com
If you have any question about our courses, please email your enquiry to lditrain@indo.net.id or contact to: 021- 6326911 / 0811 812857

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