MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Environmental, Urban and Regional Planning

Communication, Research & Presentation Skills

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2620	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

Magna Skills presents this hands-on course to strengthen the professional communication, research, and presentation abilities of government officials, NGO staff, and private-sector professionals..

Through interactive sessions, practical exercises, and real African case studies, participants will learn how to gather and analyze information, craft persuasive messages, and deliver impactful presentations—online and face-to-face. The training reflects Magna Skills' commitment to capacity-building excellence across Africa.

Course Outcomes

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

1. **Master professional communication** – Apply clear, concise, and culturally appropriate communication in workplace and cross-cultural settings.
2. **Strengthen research skills** – Conduct systematic research, collect and interpret data, and present evidence-based insights.
3.

Design engaging presentations – Create structured, visually appealing presentations using modern tools and storytelling techniques.

4. **Enhance audience engagement** – Deliver confident speeches and manage Q&A sessions to influence decisions and inspire action.
5. **Integrate skills for impact** – Combine communication, research, and presentation strategies to solve real organizational challenges.

Course Outline / Curriculum

1. **Foundations of Effective Communication**
   - Principles of verbal, non-verbal, and written communication.
   - Building professional and intercultural rapport.
2. **Business & Organizational Communication**
   - Structuring internal and external messages (emails, reports, memos).
   - Communicating across NGO, government, and corporate environments.
3. **Research Fundamentals**
   - Formulating research questions and objectives.
   - Selecting appropriate research methods and tools.
4. **Data Collection & Analysis**
   - Gathering primary and secondary data ethically and accurately.
   - Interpreting data to support evidence-based decisions.
5. **Critical Thinking & Problem Solving**
   -

- Evaluating information sources and recognizing bias.
- Converting research findings into actionable insights.

6. **Presentation Planning & Storyboarding**
   - Structuring presentations for maximum clarity and impact.
   - Applying storytelling to engage diverse audiences.
7. **Visual Design & Technology Tools**
   - Creating slides with impactful visuals and data graphics.
   - Leveraging modern tools (PowerPoint, Canva, interactive dashboards).
8. **Public Speaking & Delivery Techniques**
   - Voice control, body language, and audience interaction.
   - Overcoming anxiety and managing time effectively.
9. **Q&A and Feedback Management**
   - Handling difficult questions with confidence and diplomacy.
   - Gathering and using audience feedback to improve presentations.
10. **Integrated Project & Action Plan**

- Preparing and delivering a final presentation based on field research.
- Creating a personal action plan for continuous skill development.

Target Audience

Environmental Researchers; Managers; Incident Handlers; Forensic Examiners; Any individual seeking to improve his technical writing, presentation and reporting skills; Individuals who write reports or make presentations to management; Awareness trainers, local mentors; Management should strongly consider sending individuals who must write and present reports and project plans to this course.

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairob
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Communication, Research & Presentation Skills
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue /Date	
Estimated Number ofDelegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____