

# € TRAINING

Public Relations and Media Skills



24 - 28 June 2024  
Geneva (Switzerland)



# Public Relations and Media Skills

REF: X358 DATE: 24 - 28 June 2024 Venue: Geneva (Switzerland) - Fee: 5940 Euro

## Introduction:

The Public Relations and Media Skills program is a comprehensive training initiative designed to equip individuals with the essential competencies needed to navigate the dynamic landscape of public relations and media relations through a combination of theoretical knowledge and practical exercises. The program aims to empower individuals with the skills and confidence necessary to succeed in various PR and media-related roles.

## Program Objectives:

At the end of this program the participants will be able to:

- Analyze and assess the latest public relations concepts and strategies in a variety of contexts.
- Appraise certain public relations techniques and approaches appropriately geared to the working environment
- Practice key public relations skills relating to verbal and written communication, as well as editorial, layout, and production techniques.
- Improve their awareness of the main media skills in Public Relations.
- Apply the main media skills and promotional tools in PR
- Prepare, present and deliver effective oral messages in public

## Targeted Audience:

- Public Relations Officers
- Managers and Supervisors in the areas of personnel, marketing, sales, training, and administration.
- Managers and employees involved in media activities will also benefit from this course.

## Program Outlines:

### Unit 1:

#### Public Relations Concepts:

- Criteria for successful PR.
- PR tools.
- Definition, roles and situations.

- Qualities for successful PR staff.

## Unit 2:

### Public Relations and Communication:

- Importance of Communication in PR.
- PR Officer's Role as Communicator.
- Models of Communication Process.
- Overcoming Communication Barriers.
- Significance of Body Language in PR.
- Essentials of Effective Writing and Design in PR Materials.

## Unit 3:

### Public Relations Responsibilities and the media:

- Corporate image identity and reputation.
- Benefits of an effective corporate image.
- Internal and external spheres.
- Forming a corporate image on the spheres.
- Media Types and Preparation: Understanding media and interview skills.
- Press Tactics: Conference strategies, crafting materials, and managing relations, including crisis communication.

## Unit 4:

### Enhancing PR Presentation and Writing Skills:

- Key characteristics of dynamic speakers.
- Importance of preparation and selecting a topic and its purpose.
- Analyzing the audience.
- Rehearsing the speech and dealing with public speaking anxiety.
- Verbal characteristics and eye contact.

- Editorial, Layout, and Production Techniques.
- Creating Communication Materials: Writing memos, reports, newsletters, and designing brochures effectively.

## Unit 5:

### The Public Relations Promotional Role:

- Decision-making process of consumers.
- Corporate community involvement.
- Marketing PR MPR.
- PR role in marketing.
- Sponsorship and promotions.
- Organizing different exhibitions.