

Public Relations and Media Skills Course

Venue Information

Venue: London UK

Place:

Start Date: 2026-04-28

End Date: 2026-05-02

Course Details

Net Fee: £4750.00

Duration: 1 Week

Category ID: P,CS,SAMC

Course Code: P,CS,SAMC-20

Syllabus

Course Syllabus

Introduction

This program is designed for:

Public Relations officers and other key personnel in the organization whose work involves contact and interaction with the internal/external public, particularly 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 program.

Objectives

- Analyze and assess the latest PR concepts and strategies in a variety of contexts.
- Appraise certain PR techniques and approaches appropriately geared to the working environment of Arab institutions.

Contents

PR Concepts

- Definition, Roles and Situations
- Qualities for Successful PR Staff
- PR and Ethical Behavior

PR and Communication

- The PR Officer as Communicator
- Exchange of Messages
- Models of Communication Process
- Overcoming Communication Barriers
- Importance of Body Language in PR Activities

PR Responsibilities

- Corporate Image Identity and Reputation
- Public and Community Oriented Activities
- Civic and Social Activities

PR and the Media

- Relations with the Media
- Preparing Press Kits
- Preparing Press Releases
- Conducting Press Conferences
- Conducting Live or Taped Interviews
- Dealing with the Media
- Building Good Relationships with the Media
- How to Handle the Media During Crisis Situations

Presentation Skills and Delivering a Speech

- Planning the Speech
- Writing the Main Points of the Speech
- Rehearsing the Speech
- Presenting the Speech
- Dealing with Questions Asked at the End of Speeches

PR Written Skills

- Editorial, Layout and Production Techniques
- Writing Memos, Reports, Emails and Letters

- PR Role in Marketing
- PR and Advertising
- Sponsorship and Promotions
- Organizing Different Exhibitions
- Effective Media Coverage