

Professional Presentation Skills: Making an Impression

“Develop effective presentation skills that earns you recognitions, respects and promotions”

Introduction

This course is designed to help you to understand what makes a high-impact presentation, to put into practice and been critiqued on new skills learned. From dynamic introductions to powerful closings, during this workshop you will have an opportunity to practice and refine your presentation skills.

Objectives

By the end of the session, you would be able to:

- Understand the characteristics of effective communication during a presentation
- Address and work through fears of public speaking
- Evaluate your strength and weaknesses in presentation
- Identify different types of presentation and determine the purpose of the presentation
- Analyze the audience to design the appropriate presentation contents and structure
- Determine the adequate supporting materials for your presentation
- Build interesting introduction, attractive body message and powerful closing for your presentation
- Construct appealing visual aids for your presentation
- Deliver presentation by applying proven guideline and use non-verbal communication aids
- Handle question effectively during a presentation session
- Build your confidence in meeting with future presentation opportunities
- Extend your professional skills and add your career value

Learning Methodology

The program will be delivered through a combination of **Participatory** and **Learning-by-doing** approach, where the participants will be providing systematical framework that guide them to prepare, develop and deliver their presentation. At each stage, the participant will be practicing their presentation skills through various case studies/exercises, and then assess and grade by their presentations. As the participants observe their peers, they can learn further from others' efforts.

Active learning activities are included to allow participants to engage actively in the learning process. Besides that, leading the participants through these activities will enable better understanding on the conceptual framework of presentation. The active learning activities are such as: Quizzes, Group discussions, Case studies, Interactive storytelling, Role plays and Brainstorming.

Who Should Attend

Executives, engineers, technical specialist, managers, general managers, directors and entrepreneurs, are encouraged to attend this session.

Program Outline

Module 1: Diagnose your presentation skills

Assessing your presentation skills and attitude towards public speaking.

Module 2: Moving forward to public speaking

A look into some of the best speeches of the century, identify the characteristics of effective communication during a presentation, and recognizing the fear of public speaking.

Module 3: Preparing your presentation

Identify the purpose of the presentation, analyze the audience and preparing the supporting materials

Module 4: Develop your presentation

Learn to construct your presentation in through systematical framework: the introduction, the body message and the closing message.

Module 5: Delivering your presentation

Use the appropriate tone & body language, methods in engaging the audiences, and how to handle the question-and-answer session.

Module 6: Tips in designing the visual aids

Appreciate the needs of visual aids, and tips in making the visual aids attractive, including the use of Microsoft PowerPoint.

Module 7: Putting into practice

Develop your skills and apply what you have learned in the real world.

The Expert Profile

Nathan has over 17 years of extensive experience in the training industry. Coached by world renowned gurus such as Bob Proctor, Phillip Teal and Chris Newton, **Nathan** has trained more than 6000 people towards achieving excellent in performance. His clients came from such diverse industries as service providers, multinationals, corporate organizations, insurance industry, hotel industry and network marketing industry.

An entrepreneur himself, **Nathan** co-founded a chemical supply company in 1997. During his tenure in the company, he shows excellent entrepreneurship skills where he solve matters of employee work performance and grievances, as well as overcome other business challenges. He expanded 3 new branches within a year and achieves tremendous positive growth for the company. Later, he left the company and devoted his time in training and developing others to live their life in fullness.

Nathan is well trained in certifying presentation. He has made presentation to a crowd of 4000 people in PWTC. He has trained ordinary people to overcome their negative voices and to speak in front of 100 people. Due to his versatile presentation style, he was engaged by a local leading insurance company in their new agent recruitment campaign, where he presents the business opportunity to 140 non-agents. He achieves tremendous respond while 90% of the crowds sign up as new agent by the end of the session.

Nathan is a versatile trainer who is innovative in his approach and deliverance.

Based on experiential learning technique, his high spirited interactive deliverance and friendly and calm approach enables his participants to absorb the essence of his trainings with utmost ease. His ability to connect closely with the participants helps to build good rapport and enhances the learning process and relationship of trainer-trainee.



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Register Online
to Get FREE
Vouchers

Workshop *Fees includes workshop materials, refreshment, lunch and certificate of attendance but excludes Bank charges & VAT per payment

Session	Date	Location	Normal Fees	Early-Bird Due Date
	<input type="checkbox"/> 20-21 Feb 2012	Grand Dorsett Subang Hotel, Selangor	RM 1590	20 Jan 2012
	<input type="checkbox"/> 19-20 Jun 2012	Grand Dorsett Subang Hotel, Selangor	RM 1590	25 May 2012
Discount	Early Bird Registration <input type="checkbox"/> 5% Group Registration <input type="checkbox"/> 3 or more at 5% off <input type="checkbox"/> 5 or more at 7% off <input type="checkbox"/> 8 or more at 10% off			

Schedule

08:30 Registration
09:00 Workshop Begins
10:30 Coffee & Networking
10:45 Workshop Resumes
13:00 Networking Luncheon
14:00 Workshop Resumes
15:30 Coffee & Networking
15:45 Workshop Resumes
17:00 Workshop Ends

Organization Details

Organization Name _____

Address _____

Tel _____ Fax _____

Participant Details

Name	Job Title	Email	Direct Line
1.			
2.			
3.			

The invoice should be directed to

Name _____ Job Title _____

Email _____ Direct Line _____

Authorising Manager's Details

Name _____ Job Title _____

Email _____ Direct Line _____

Signature _____ Date _____

*The booking is invalid without a signature.

After complete this form,
please fax it to (603) 40235716

CANCELLATION & SUBSTITUTIONS: This registration may only be cancelled in writing not later than two weeks before the workshop begins. The booking may not be cancelled nor any fees refunded thereafter. A substitute may be named at any time before the workshop begins.

HOTEL ACCOMMODATION: Accommodation is not included in the workshop fees. To enjoy privileged room rates, please contact us and let us know your accommodation's arrangement.

For more information on the hotel, please visit http://www.gin-my.com/contact_us

NOTE: It may be necessary for reasons beyond control, to change the content and timing of the event, speaker(s) or venue. Every effort will be made to inform the participant of the change. Global Intelligence Network should not hold liable for any cost arising from this change.

PAYMENTS: An invoice will be sent upon receipt of your registration. Please note that full payment must be received prior to the event in order to be eligible for attending. Walk-in delegates with payment will be admitted on a space available basis. Payment may be made via cross cheque / bank draft / electronic transfer, made in favour of:

Global Intelligence Network (M) Sdn Bhd
268-2-1, Wisma Mutiara Genting,
Jalan Ayer Jerneh Off Jalan Genting Kelang,
53300 Setapak, Kuala Lumpur,
Malaysia.

Details for Telegraphic Transfer:
Bank: RHB Bank
Branch: Setapak, Kuala Lumpur
A/C No: 26405800003737
Swift Code: RHBBMYKL

For electronic transfer, Please email / fax your transaction slip to us as proof of payment.



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