

High Impact Presentation Skills

HS-104

Duration: 2 days; Instructor-led

Time: 9:00 AM – 5:00 PM

ABOUT THIS COURSE

You may have the best innovation and possess the best knowledge of your skills but if you cannot present it effectively, achieving the outcome that you want becomes a real challenge. Presentations are a powerful way to communicate your intentions and ideas to your target audience. They are great opportunities to transform the communication process from a passive perspective to a pro-active position. You can use presentations to effectively persuade your audience to take a particular course of action, to convey information, to gain commitment or to provide a forum for discussion of ideas. Applying effective presentation skills greatly enhance one's ability to do their job through using various strategies in business communication.

Activity driven program teaches skills that boost personal productivity and relationship building through increased understanding and effective implementation of the presentation process. By providing you with a rigorous training environment, your active participation in our program will enable you to apply and sustain your learning to a point of forming winning habits. You will have the ability to create the greatest positive impact when you are presenting your point at every given opportunity.

Our unique experiential framework and implementation empowers you to:

- Assess, evaluate and improve on presentation materials
- Build winning relationships with people
- Communicate clearly and concisely
- Develop and present materials creatively
- Employ effective presentation skills to different types of audience
- Empower your audience to take effective action
- Listen generously and question skillfully
- Overcome fear during presentation
- Provide clarity in your message and open your audience to areas of new possibilities
- Receive and offer constructive feedback
- Use presentation tools effectively
- Work with powerful nonverbal communication

AUDIENCE

This programme is designed specifically for:

- Executives, Business Development Officers
- Managers, Department Head
- Supervisors
- Finance Personnel
- Operations Personnel
- Business Owners, Entrepreneurs

METHODOLOGY

The course is an Interactive and enjoyable course that will involve:

- Brain-friendly/Interactive Lectures
- Interactive Experience Sharing
- Demonstration
- Case Studies
- Role Plays
- Games and Simulations
- Practical Exercises
- Interactive and Engaging Learning
- Group Discussions
- Experiential Learning

PREREQUISITE

Participants must have a basic level of English Proficiency (staff who write e-mails or other documents daily, but have problems with fundamental principles that prevent their writing from being more accurate, professional, structured and reader-friendly). Participants must have some knowledge of report writing.

Participants to bring along 1 or 2 samples of their emails and reports that they will work on for improvement during the workshop. To make sure that the programme is relevant to the participant's report writing needs, we use their own reports as practice exercise. Samples will be sent to trainer two weeks before the programme date.

*All participants are required to bring their own laptops and pen drives.

*The venue should have access to WIFI

OBJECTIVES

- Design and develop effective presentation materials
- Engage different audience with ease
- Handle feedback and questions with confidence
- Improve your personal presentation skills
- Use various presentation strategies effectively

COURSE CONTENTS

Module 1: Overview

- Context setting
- Preparing to present using the 3Ps
- Defining your presentation
- Content prioritization
- Presentation planning sheet

Module 2: Understanding Your Audience

- Contrast in presentation styles
- Structure of presentation
- Pulse check and rollover
- Audience profiling
- Applying communication strategies

Module 3: Opening Performance

- Fear reducing tactics
- Creating positive impressions
- The OPENINGS model
- Professional opening styles
- Identifying and developing your UPS

Module 4: Delivering Performance

- The 3Vs of presentation
- Verbal
- Vocal
- Visual Part I: Kinesics
- The SOFTENING technique
- Visual Part II: Visuals

Module 5: Closing Performance

- Question-fielding techniques
- Types of closers
- Persuasive languaging
- Professional closing styles
- Applying learning to action

Module 6: Presentation Flight

- Live demonstration
- The Hot Seat
- The role of the audience
- The art of feedback
- Objective and subjective review