

Powerful Presentations



About The Workshop

“Powerful Presentations” explains how to formulate objectives, analyze audience needs and tailor their approach appropriately. It provides tools and techniques to help plan and write a well structured, compelling presentation. It also shows participants how to design and use effective visual aids so that their presentations result in positive action. With this workshop you can make more impact, expand your influence and get results by increasing the power of your presentations

Methodology

Presentations, Q&A, quizzes, games, individual exercises and group work

Who Should Attend

- Managers
- Executives
- Administrators
- Secretaries

Venue

JE-KL
A-12-1 & A-12-2 ,
Wisma HB Megan Avenue II,
12, Jalan Yap Kwan Seng,
50450 Kuala Lumpur.

Registration

Please contact :
Zeti Aziz at 03-6203 3532 or via e-mail to
zeti.aziz@els.edu.my.

Course Content

Unit 1: Characteristics of effective presenters

- What makes a presentation effective
- Relative impacts of channels of delivery

Unit 2: Audience analysis and content organization

- Reasons to analyze your audience
- What to analyze
- Organizing an informative presentation
- Organizing a persuasive presentation

Unit 3: Managing nervousness

- Managing nervousness before the presentation
- Managing nervousness during the presentation

Unit 4: Vocal delivery skills

- Vocal projection
- Vocal pitch
- Vocal pacing
- Conduct presentation #1

Unit 5: Visual delivery skills

- Eye contact
- Hand and arm gestures
- Foot placement and movement

Unit 6: Using notes and visual aids

- Preparing notes and using them during a presentation
- Preparing visual aids and using them during a presentation
- Conduct presentation #2

Unit 7: Handling questions and answers

- How to handle Q&A during a presentation
- How to transition into the Q&A period
- How to end the Q&A period
- Conduct presentation #3