

Effective Presentation Skills (New)

By Shawn J



Decide with Confidence

INTRODUCTION

Some provide equipment for great presentations. Others provide you with information. Still others can write the presentation for you. But - it is up to YOU to turn all of it into a great, effective presentation.

Skillful presenting is a balancing act – balancing the information you are presenting, and the way you relate it to the audience.

These activities instill confidence in even the most nervous, novice presenters and develop advanced skills with more experienced speakers. Together, the activities cover every area of planning, preparing, structuring and making a presentation.

OBJECTIVES

- To get the message across.
- To learn how to deal with questions.
- To learn how to manage personnel issues.
- Anticipate possible problems.
- Enhance reporting and meeting skills.
- Learn how to influence and sell through persuasion.

COURSE OUTLINE

- Characteristics of Powerful Presentations
- The Great Balloon Presentation
- How to Write Realistic Objectives
- Getting It Wrong
- What Is A Presentation?
- Establishing Your Aims
- Planning the Contents
- Making a Good Start
- And In Conclusion
- Can I Talk To You For A Minute?
- Making And Using Notes
- Getting the Message Across
- A Presenter's Guide to Audio-Visual Aids And Equipment
- Producing your Own Visual Aids
- Body Language
- Using Your Voice
- I Knew Someone Would Ask Me That
- We Now Have Pleasure In Presenting

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WHO SHOULD ATTEND

This workshop is essential for all Team Leaders, Supervisors, Executives, Managers, and other responsible staff.

ABOUT THE TRAINER – MR. SHAWN J

Professional Trainer & Facilitator, HRD Consultant

**Pursuing Masters in Business Administration (MBA) with the University of Wales, UK
Train-the-Trainer Certified**

Training Management Course certified by PSB (*Productivity and Standards Board, Singapore*) where he covered *the Role of HRD in Singapore, Adult Learning, Training Needs Analysis (TNA), Training Budget and Administration, Designing Training programmes, Training Evaluation, Organisational Development and other topics.*

First Aid Certified

KEY EXPERIENCE:

Mr Shawn J has trained many corporate clients from Operations, Supervisory, Managerial up to the Executive Level from various organisations such as Ministry of Foreign Affairs, AXS Pte Ltd, Intertrust Singapore Corporate Services Pte Ltd, Police Radio Division, Singapore Police Force, KES Systems & Services Pte Ltd, and many more in programmes such as Emotional Intelligence, Fundamental Supervisory Skills, Telephone Courtesy & Customer Service, Selling through Customer Service, Building High Performance Teams, Management and Leadership Skills, and other soft skills-related courses.

Mr Shawn has also been conducting Strategic, Tactical and Operational Vendor Management Workshops. His clients include Roche Singapore Technical Operations Ptd Ltd, Simmons (Southeast Asia) Pte Ltd, Mun Siong Engineering Limited, Nanyang Polytechnic, LSI Logic Singapore, National University of Singapore, NorthLight School, and Singapore Civil Defence Force.

Participants have found his workshops highly interactive, practical, realistic and easy to understand and implement. He customises his workshops to different client's specific needs and often includes extra topics he finds his participants need from the interaction with them during the workshop.

In addition, his trainings are found to be lively, conducted with great enthusiasm and passion and highly interactive. His ability to link concepts, examples & experiences discussed during the trainings to actual workplace examples, has helped his participants put into practice the skills learnt, within their area of work. Participants find him approachable & friendly. His systematic thinking, clarity in communication & delivery of training has resulted in favourable feedback and positive comments from his participants.

He has completed the Training Management Course conducted and certified by PSB (Productivity and Standards Board, Singapore) where he covered the Role of HRD in Singapore, Adult Learning, Training Needs Analysis (TNA), Training Budget and Administration, Designing Training programmes, Training Evaluation, Organisational Development and other topics.

He has also completed the (Practical Skills for Trainers) Train-The-Trainer course conducted and certified by the National University of Singapore (NUS) extension

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Date: 3rd October 2014, 9am – 5pm

Venue: TBA

Fee: [] S\$530 (before GST) for D&B Subscriber [] S\$640 (before GST) for Non-subscriber
(Includes materials, refreshments and lunch)

EARLY BIRD – Fax in your registration before 3rd September 2014 to receive a 10% off regular fee
Or, GROUP SAVINGS – Send 2 or more participants to enjoy a 10% off regular fee

Fax the completed registration form to 6226 0178

Participant(s) Information

Name 1: _____ **Job Title:** _____

Email: _____ **(DID):** _____

Name 2: _____ **Job Title:** _____

Email: _____ **(DID):** _____

Name 3: _____ **Job Title:** _____

Email: _____ **(DID):** _____

Company's Information

Name of Company: _____

Address: _____ **(Postal Code)** _____

Telephone: _____ **Fax:** _____

Liaison Officer: _____ **Job Title:** _____

Email: _____ **(DID):** _____

Payment Information

[] D&B subscription units (Account no: _____)

[] * Cheque. *Please made payable to: Dun & Bradstreet (Singapore) Pte Ltd*

[] * VISA [] Mastercard [] Amex

Card no: _____ **Expiry date:** _____

Signature: _____ *(* GST applies for cheque & credit card payment)*

Cancellation Policies

1. A seat will be reserved upon receipt of completed registration form, and confirmation of seat upon payment received.
2. A substitute participant is welcome at no charge should you not be able to attend. Please provide the necessary details. Only cancellation made 14 working days before commencement is entitled to full refund of seminar charges (only applicable to cheque or credit card payment). No refund thereafter including no show during day of commencement. A complete set of materials will however be sent to you.
3. For D&B subscribers opting to pay through D&B subscription units, deductions would be made upon receipt of completed registration form. In the event of any postponement/cancellation of seminar by D&B; or withdrawal from seminar by participant(s), units deducted would not be credited. However, a replacement of seminar (of same value) would be given and to be utilized within 6 months.
4. D&B reserves the right to postpone or cancel the seminar for reasons whatsoever. In such a case, D&B will provide a full refund to registrants who have made cheque/credit payment towards the event and such registrants shall have no claims against the company.
5. D&B reserves the right to change venue due to unforeseen circumstances.