

Effective Presentation Skills

Overview

Delivering an effective presentation gives a positive and professional impression from the audience. This seminar-workshop gives you valuable ideas and techniques on how to perfect your presentation design and delivery. This highly interactive program is guaranteed to give the participants a solid foundation in presenting.

Objectives

- * To learn tips on how to manage nervousness whenever asked to do a presentation.
- * To provide basic knowledge of the techniques and skills used when presenting.
- * To provide an overview of the methods used to develop aids and support materials used to make an effective presentation.
- * To be able to deliver a powerful presentation.

Who Should Participate

- * New Trainers
- * Managers
- * Supervisors
- * Sales People
- * People who need to develop presentation skills whether for personal or work-related reasons.

Key Topics

- I. Introduction- What is an Effective Presentation?
- II. The “Me” Syndrome - Coping with Nervousness and Gaining Confidence
- III. Planning the Presentation Design
 - a. how to customize your presentation to your target audience
 - b. gathering contents
 - c. developing procedures on how to present the ideas
- IV. Preparing the Presentation
 - a. use of visual aids
 - b. use of projectors and proper font sizes
 - c. use of games, energizers, or props
- V. Practicing the Presentation
 - a. proper timing
 - b. tone and pitch of your voice
 - c. body language, eye contact, hands, and gestures
 - d. dress rehearsal
- VI. Delivering the Presentation
- VII. Closing with Conviction
- VIII. Presentation Skills Workshop

Reserve now! Call us at:

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Mobile Numbers: Globe: 0915-205-0133 / Smart: 0908-342-3162 /
Sun: 0933-584-7266

Website: www.businesscoachphil.com



Time

- * 9:00 am - 4:00 pm

Venue

- * Unit 201 Richbelt Tower,
17 Annapolis St.,
Greenhills, San Juan City,
Metro Manila

Schedule

- * Please check our website, or you may call any of our customer representatives.
- * Schedule may change without prior notice. Please call to confirm. BusinessCoach, Inc. is not liable for any expense incurred by seminar registrant resulting from cancellation of any of our events.

Seminar Fee

- * Php 3,000.00 per person (inclusive of snacks, lunch, seminar kit, handouts, certificate of attendance)

Discount

- * 10% Discount if FULL AMOUNT is paid at least five (5) banking days before the event.

Reservation

- * Please call to register, or use the registration form below. Kindly fill-out, and send to us through fax (727.8860 or 727.5628) or email. You will receive a confirmation within 48 hours.

Mode of Payment

- * Deposit payment at Banco de Oro, Savings Account Name: BusinessCoach, Inc. Then kindly fax or email deposit slip (indicate name of participant and seminar title) to confirm reservation.
- * On-site payment (CASH only)
- * Company checks are accepted, provided that they are received at least five (5) banking days before the event.

Register Now! (limited slots available)

Seminar Title _____

Date _____

Name of Participant _____

Nickname _____

Company Name _____

Address _____

TIN _____

Contact Person _____

Position _____

Contact Number _____

Fax _____

Email Address _____

(You may use a separate sheet for additional registrations)

*Kindly fax to (02) 727.5628 or (02) 727.8860, or email form to businesscoachphil@gmail.com