

# PRESENTATION SKILLS

Presented by **KARMINI A. NARAYANAN**

Delivering effective presentations is a common activity that nearly everyone at work has to do in today's business environment. Everyone in business has a message to get across – to peers, managers, customers, suppliers, agencies – and how we present our message has an enormous impact on how it is understood and perceived by our audience. No matter how good or important a message, if it's not delivered in an interesting and effective way, chances are it won't be heard at all.

This program has been designed to cover skills that can be used by everyone who is required to make presentations. It covers practical points, which help to sharpen the presenter's image, reduce nerves, and allow him or her to appear both confident and competent, and increase credibility in the eyes of the audience.

## **Objectives:**

At the end of the course, participants will be able to:

- understand the importance of effective presentations
- develop appropriate content to reach the audience
- develop effective presentation materials
- learn how to overcome their nerves and speak with confidence
- use effective body language
- handle questions effectively and efficiently

## **Training Methodologies**

A balanced use of lectures, group discussions and mock presentations. Active individual and group participation are emphasized



Pembangunan Sumber  
Manusia Berhad

Brought to you by



**100% SBL  
Claimable!!!**

For Reservations, call 03-5621 3630 (Intan)  
or email [intan.sharina@comfori.com](mailto:intan.sharina@comfori.com)

# Effective Presentation Skills

## 1. Aspects of a presentation process

- *What the audience sees*
- *What the audience hears*
- *How the audience feels and reacts*

## 2. Phases of Effective Presentation

- *The pre-presentation phase*
- *The presentation or delivery phase*

## 3. Preparing for the presentation

- *Determine purpose/objective*
- *Analyze the audience*
- *Structure presentation*
  - *opening/introduction*
  - *body*
  - *closing/conclusion*

-*Rehearse*

## 4. Overcoming Nervousness/Developing confidence

- Rehearsal*
- Mental Visualization*
- Critique, Physical Aids*
- Dressing*
- Posture*
- Eye contact*

## 5. Visual Support/ Visual Aids

- Types Of Visual Support*
- Visual Styles*
- Add Effectiveness to Your*

*Presentation*

- Choosing your visual aids*
- Designing effective visual aids*
- Using visual aids*

## 6. Delivery

- *Venue and Setting*
- *Using proper tools*
- *Personal Presentation*
- *Clarity, Speed*

## 7. Handling questions

- *Using questions*
- *Answering questions*
- *Dealing with difficult questions*

---

### Speaker Profile

Ms. Karmini Anita Narayanan holds a Masters Degree in Human Resource Development and a Bachelors Degree in Communication, both of which were obtained from Pittsburg State University, USA. She has about 12 years experience in the training and lecturing line. Formerly with Indah Water Konsortium, Ms. Karmini has developed vast experience in the full spectrum of Human Resources. This includes designing, developing and delivering training programs. Among the programs she has conducted are Business English, Business Writing, Secretarial Programs, Supervisory & Management Development Programs, Communication Skills, Positive Attitude, Skills for Administrative Staff, Customer Service, Telephone Techniques, and many more.

Karmini was also involved in the full recruitment process at Indah Water, whereby she conducted manpower planning, interviewed potential employees and liaised with Department Heads on staffing needs. She is a member of the Malaysian Institute of Human Resource Management and has conducted several public programs in collaboration with the institute.

Prior to working with Indah Water, Karmini was a lecturer at HELP Institute, where she taught Communication and Human Resource courses. During this period, she was integral in developing the Communication Department of the Institute. Among the courses she has taught are Human Resource Management, Employee Relations, Organizational Change & Development, Employment Industrial Relations, Introduction to Office Systems and Human Resource Development. She was also a part-time lecturer with Sunway College and Stamford College..

Among the companies that have benefited from Ms Karmini's training courses are:

NEC Semiconductor, Affin Bank, Malaysia Mining Corporation, Toshiba Electronics, Telekom Sales & Service, Zaid Ibrahim, Malaya Glass, Amalgamated Industrial Steel Berhad, CIMB, Multimedia University, Sterling Crest (M) Sdn. Bhd, Nazar Travels & Tours, NIKA General Agencies and more.

She is the founder and Principal Consultant of Human Edge Consultancy.

**For Reservations, call 03-5621 3630 (Intan)  
or email [intan.sharina@comfori.com](mailto:intan.sharina@comfori.com)**

# Effective Presentation Skills

**Course fees :**

RM1100 per delegate (1 to 2 pax)  
RM1000 per delegate (3 or more pax)

**Mode of Payment**

Cheque or bank draft in favour of

**Comfori Sdn. Bhd. (581115-T)**

E-02-3, 3<sup>rd</sup> Floor, East Wing, Subang Square,  
Business Centre Jalan SS15/4G, 47500 Subang  
Jaya, Selangor.

**Please note that payments must be received  
within 7 days upon issuance of invoice**

**Please complete this form and fax to us at  
03-5638 8248 (INTAN SHARINA)**

Name : \_\_\_\_\_

Position : \_\_\_\_\_

Mobile No : \_\_\_\_\_

Name : \_\_\_\_\_

Position : \_\_\_\_\_

Mobile No : \_\_\_\_\_

Name : \_\_\_\_\_

Position : \_\_\_\_\_

Mobile No : \_\_\_\_\_

Company : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel : \_\_\_\_\_

Fax : \_\_\_\_\_

Email : \_\_\_\_\_

Invoice to : \_\_\_\_\_

Signature : \_\_\_\_\_

**Who should attend????**

Any staff involved in preparing or making presentations

**Terms & Conditions**

**Cancellations & Substitutions.** All cancellations must be made in writing at least 14 days in advance, and COMFORI reserves the right to charge a RM250 hotel booking fee. Cancellation less than 7 days will be charged the full course fee. Substitutions are welcomed at anytime. However, please inform us at least 1 day before for preparations of necessary documents. Provided total fee has been paid, payment will be credited towards the rescheduled dates or to a future program should there be no substitution. No refunds is available for cancellations or postponements.

Comfori reserves the right to cancel or postpone the programme due to unforeseen circumstances. Where **Comfori** postpones an event, delegate payments will be credited towards the rescheduled dates or to a future program.

**Comfori** reserves the right to modify or alter the advertised topics if necessary.

**Course schedule**

Registration **8.30am**  
Course Begins **9.00am**  
Morning Break **10.30am**  
Lunch **12.30pm**  
Afternoon Session **1.30pm**  
Tea Break **3.30pm**  
Course Resumes **3.45pm**  
End of day **5.00pm**

For Reservations, call 03-5621 3630 (Intan)  
or email [intan.sharina@comfori.com](mailto:intan.sharina@comfori.com)