

Business Presentation Skills – *you make the difference*

Date: 25 & 26 May 2016

Venue: Hotel Best Western PJ / Hotel Armada PJ

Time: 9am to 5pm

Trainer: PM Low

PSM B SBL Scheme Claimable

INTRODUCTION

Whether you like it or not, **PRESENTATION SKILLS** is not only vital but also the mandatory means to build bridges across rivers and barriers for success. Regardless of what business you are in – a large corporation, a small company, even a home-based business or as an individual – **EFFECTIVE PRESENTATION SKILLS** are crucial for accomplishing positive results.

To ensure superior execution of job functions, you need to interact with your followers, peers, seniors, and others whose support you need. You must be able to present and inspire them through words, actions, body language, voice tone, and other processes in order to realize your objectives.

Faulty presentation leads to confusion and can cause a good plan to fail. Many of the problems and failures that occurred are the direct results of people failing to communicate properly and effectively.

This program is pertinent to those who need to sell ideas, coach, coordinate, counsel, evaluate, supervise or integrate with people from top to bottom, bottom to top, or side to side.

Do you want to present your assignments with positive response? Do not miss this opportunity.

Acquire THE "ASK" for How to present effectively to **go the extra mile**

OBJECTIVES

At the end of the one day program, participants will learn and be skilled at the following

TACTICS for optimistic results.

- Techniques of presentation (from pre to post preparations)
- Articulate thoughts and analytical mind
- Confident presenter; Satisfaction of a job well done
- Tackle questions and answer intelligently
- Investigation and research works complementing the assignment
- Choose the right tools
- Synchronized procedures of **M**eans, **A**ction and **T**ools (MAT) for an impeccable presentation

Help participants to plan and prepare impeccable presentations for positive response.

COURSE OUTLINES:

The modules are specially designed, taken into account the requirements of contemporary practices in the current hyper-competitive environment.

MODULE: COMPOSE

1) CHALLENGES OF HUMAN-CAPITAL AND THE NEW GLOBAL ECONOMY. (I - CHANGE)

1. What are the main issues contributing to the hypercompetitive global business environment?
2. Were you affected? Are you affected? Will you be affected?

2) OVERVIEW AND UNDERSTANDING OF THE POWER OF PRESENTATION

1. What are the occasions you need presentation skills?
2. Why are communication and presentation skills inseparable?
3. What is your perception of “The Power of Presentation”?

3) MANAGING AN IMPECCABLE PRESENTATION FOR POSITIVE RESPONSE ARE YOU PREPARED?

1. Comprehend the reality - How prepared are you to overcome adversities to remain competitive?
2. Why is Presentation skill the mandatory pathway to gallop ahead of competitors?
3. Appreciate the astonishing truth. Do you know how to capitalize on your strength and improve on your weakness?

4) PRE-PREPARATION - PROFILING YOUR TARGET AND ZERO IN ON THE PURPOSE

1. Why are profiling, intellectual capacity and conception of your assignment important?
2. What are the important (TOPICS) areas to synchronize for a brilliant presentation?
 - Topic of presentation
 - Organization and venue
 - Participants' profile
 - Interest and special factors
 - Compatibility/purpose
 - Special expectation

5) ORGANIZING AND DRAFTING YOUR PRESENTATION

1. 10 steps to develop a presentation with purpose and clarity for positive response?

6) SALIENT POINTS AND TECHNIQUES TO REMEMBER

1. How to gain confidence & overcome nervousness in front of an audience?
2. How to handle question-and-answer sessions more effectively?
3. The tools and means to aid impeccable presentation.

7) ENGAGE SUPPORT AND ERRORS TO AVOID

1. Why must you engage support?
2. What are the areas you need support?
3. How to influence support?
4. Why is research important?
5. What are the areas you must review?

WHO SHOULD ATTEND?

This program is for all **Training Executives, HR Managers, Sales Executives, Sales & Marketing Managers, all other Executives and Managers, including CEOs, Businessmen, Lawyers and anyone who** has the intention to speak to groups of people.

METHODOLOGY

- Group discussions,
- Real life experience & examples
- Interactive exercises
- Localized role play and
- Lecture of key concepts

COURSE LEADER:

Mr. P.M. Low - Malaysia Speaking Professional (MSP)

PM, As He Is Popularly Known Is A Speaker With Diverse Hands-On Experience In His Career That Spans More 35 Years. As A Dynamic Speaker And Trainer, He Has An Impressive Track Record Of Providing Effective Training To Many Government Organizations, Private Sectors, And Academic Institutions. He Specializes In :

- Managing People and Change during Economic Downtime And Beyond
- The 8 Mandatory Complete Competencies for the Perfect Leader
- Excellent Leadership, Superb Motivation – How to Go the Extra Mile
- Effective Supervision, Excellent Supervisor
- Impeccable Presentation – Ensuring Positive Response
- Splendid Communication – Mandatory Pathway to Tune to Same Frequency
- Marketing and Sales
- Super Sales Representative – The Top Gun
- Brilliant Customer Service – Ensuring Happy, Contented and Repeat Customers
- Invaluable Techniques of New Product Development – Do It Right The First Time
- Management Best Practices

His revolutionary approach in using acronyms during his training for better comprehension and takeaway as reference has won him recognition as the “Master of creative acronyms” and “Guru of creative acronyms”. This rare honor is conferred by both The International and Local training arena respectively.

An acknowledged and recognized International Professional Trainer, he was invited by TV2 to present a series of episodes in the ‘Be Excellent’ programs. He speaks regularly at Local and International CONFERENCES and at seminars organized by PSMB. Author of the book “G6 on Cloud Nine” on How to Change and Win. A thousand copies (1000) were sold to his supporters and trainees even before it was printed. One of the best sellers, the book is impeccably motivational and the techniques introduced are practicable to attain success

PM is distinguished and respected in the International and Local Training Arena. He is honoured as:-

- The Past President of The Malaysian Association for Professional Speakers (MAPS)
- Founder and Executive Committee member of Association of Overseas Technical Scholarship (AOTS) , Malaysia. (currently known as PAM)
- The First Malaysian invited to represent Malaysian speakers in the Executive Council of the prestigious International Federation for Professional Speakers (IFFPS)
- He is also the first representative from asean countries to IFFPS
- He spoke at the 1st International Summit for Professional speakers.

Registration Form

Yes, (I am / We are) interested in attending the **2-day Course** on ***Business Presentation Skills – you make the difference*** dated **25 & 26 May 2016**

Participant 1: _____ Designation: _____

Participant 2: _____ Designation: _____

Participant 3: _____ Designation: _____

Participant 4: _____ Designation: _____

Participant 5: _____ Designation: _____

Company: _____

Address: _____

Contact person: _____ Designation: _____

Tel: _____ Fax: _____ E-Mail: _____

Payment: RM _____ Cheque No.: _____

Signature & Company Stamp

Contact Information

ADVISION TRAINING PLT (LLP0003405-LGN)

Please contact Steven / Irene at :

Tel: 03-6280 8654 Fax: 03-6280 8404

Email to: advision_mal@yahoo.com

OFFICE HOUR: Monday to Friday (9.00 am to 5.30 pm)

PSMB Registered Training Provider

Registration can be made by fax, online or email.

Payment shall be made payable to AdVision Training Plt

The updates of our training courses are sent to you, as we think that they might be of interest and benefit to you.

Please help to forward to others who may be interested. However, if you do not wish to receive further mailings from us, please reply to advision.mal@gmail.com with "**REMOVE**" in the subject line. Thank you.