



Power-Packed Presentation Skills

August 26 - 27, 2014
Hotel Armada, Petaling Jaya

This two-day power-packed and interactive course is designed for individuals to develop and enhance their presentation skills in an effective and objective manner. This intensive course covers fundamental principles in delivering an impactful delivery and in showcasing oneself to become a confident, poised and dynamic presenter. Participants will have the opportunity to present assigned speech and presentation projects and will be individually evaluated with constructive feedback on the content development and presentation delivery objectives.

CONTENTS

- ◆ **Introduction to Presentation Skills**
 - ⇒ Overcoming Public Speaking and Presentation Challenges
 - ⇒ Elements of a Good Presenter
 - ⇒ Applying Speech Pillars for an Opening, Body and Conclusion in a Speech Presentation
- ◆ **Delivering the Presentation**
 - ⇒ Apply the Vital Tools and Techniques in a Power-Packed Presentation
 - ⇒ Know What to Do and Not to Do During a Presentation
 - ⇒ Deliver Live Speech Presentation with Power and Impact Through Speech Pillars and Presentation Dynamics
- ◆ **Preparing for the Presentation**
 - ⇒ Presentation Methods and Skills with the Application of 3Ds – Design, Develop and Deliver
 - ⇒ Planning and Preparing Oneself for the Presentation Through Building Emotional and Physical Confidence
 - ⇒ Designing and Developing Content and Preparing an Effective and Impactful Delivery Through Proper Usage of Words, Voice, Body Language and Visual Aids
- ◆ **Presentation Project Assignment**
 - ⇒ Present Individual Assigned Project with Connectivity and Objectivity
 - ⇒ Present Project Using Vital Visual Aids
- ◆ **Speech Delivery Project**
 - ⇒ Crafting and Presenting Assigned Speech Using Speech Tool Kit
- ◆ **Speech Review and Evaluation**
 - ⇒ Individual Evaluation Review on Speech Delivery with Constructive Feedback on Areas of Strength and Areas for Improvement

OBJECTIVES

- Understand and identify the key elements of a good presenter
- Apply appropriate techniques in making an impactful and effective presentation through voice and body language elements
- Deliver concise speech and presentation by using appropriate delivery aids for message delivery and engagement with audience
- Reduce nervousness and increase confidence level through delivery techniques and display poise in grooming appearance when presenting before an audience
- Sharpen listening and observation skills through presentation and one-to one evaluation

FACILITATOR

Ms Jean Soong, has an extensive 15 years of enriching work experience, primarily focuses on Human Resource and Learning and Development in the financial institutions and another 10 years in a conglomerate diversified in hotel, banking and property investments. Equipped with her vast managerial experience and skills in relationship management and people development in Human Resource and Learning and Development, Jean has garnered specialisation in core trainings on Corporate Image Development, Public Speaking and Presentation Skills, Supervisory/Managerial Skills and other People Development areas.

Her philosophy is, besides academic qualifications and technical competency skill sets that one possesses, to be a successful individual in the competitive corporate world and networking society, one needs to maintain consistent positive self-esteem image outlook, develop good behavioral skills, practice good ethics and values, establish people relations and build vital communication skills, as these are key attributes to people engagement and development.

After many years leveraging on her forte and passionately advocating people development, she has carved her niche with the Institute of Bank-Bank Malaysia (IBBM), Central Bank of Malaysia, Malaysian Insurance Institute (MII), AmBank Group, and The Kuala Lumpur & Selangor Chinese Chamber of Commerce Industry (KLSCCCI). Jean has trained over 3,000 participants in her specialised and structured training programmes for in-house and public workshops. She is a certified HRDF Trainer.

WHO SHOULD ATTEND

Managers and Executives.

ADMINISTRATIVE DETAILS

Dates : **August 26 - 27, 2014**

Time : 9.00 am – 5.00 pm

Venue: Hotel Armada, Petaling Jaya
Lorong Utara C, Section 52
46200 Petaling Jaya
Selangor Darul Ehsan

Fees : FMM Members – RM1,300 per participant
Non Members – RM1,600 per participant

Enjoy 5% for registration of two (2) and 10% discount for registration of three (3) or more participants from the same organisation and of the same billing source.

Fees include course materials, Certificate of Attendance, lunch and refreshments)

SBL Scheme

Registration is on a first-come first-served basis. Cheques made in favour of the “**FMM Institute**” should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

All cancellations must be made in writing to FMM Institute. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 13 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

The FMM Institute reserves the right to change the course leader, reschedule or cancel the programmes and all efforts will be taken to inform participants of the changes. Should the event be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.

For further enquiries, please contact:
Pn Fatahiyah / Pn Hafifah



FMM Institute

Tel: 03-62867200

Fax: 03-62776712

Visit us at www.fmm.edu.my

REGISTRATION FORM

Power-Packed Presentation Skills

August 26 - 27, 2014 (Tuesday - Wednesday)

Hotel Armada, PJ

The Manager

FMM Institute

Tel: 03-62867200

Fax: 03-62776712

Email: training@fmm.org.my

Please tick (✓) accordingly:

PSMB Scheme: SBL Non Contributor

Required vegetarian meal: Yes No

Dear Madam,

Please register the following participant(s) for the above programme.

(To be completed in **BLOCK LETTERS**)

1. **Name** **Designation** **E-mail**

Nationality

IC No.

2. **Name** **Designation** **E-mail**

Nationality

IC No.

3. **Name** **Designation** **E-mail**

Nationality

IC No.

(If space is insufficient, please attach a separate list)

Enclosed cheque/bank draft No. _____ for RM _____

being payment for _____ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name: _____

Designation: _____ E-mail: _____

Company: _____

Address: _____

Tel No.: _____ Fax No.: _____ Date: _____

FMM Membership No.: _____ My Corporate Identity No.: _____