

Effective Presentations Skills

By Matthew James



Decide with Confidence

Introduction

So what else could you do to advance your presentations to a new level? Perhaps you need to take a more creative approach to putting together a presentation, make it less linear or have fewer (but more potent) type of presentation slides and visual aids.

Perhaps you could become even more adept at handling difficult or hostile questions, or just get better at encouraging people to ask questions during the obligatory Q & A. Maybe you need some extra practice in adapting your material on the spot for different audiences. Even skilled presenters will have one or two nightmare scenarios where things don't go according to plan or the audience is more hostile than expected or it seems easier to get wrong-footed than usual. This workshop will help to further hone your public speaking skills to make you an even more effective and engaging presenter.

Course Objectives

On completing this programme, the following objectives will be achieved:-

- Assess their presentations at the external event and obtain feedback
- Learn the use of appropriate language (spoken and visual) for effective presentation
- Learn the skills to start and end a presentation
- Learn how to handle Q & A sessions
- Assess and audit their current skills and abilities in presentation skills and pin-point areas for improvements

Outline

Introduction and Icebreaking

- Alignment of personal learning expectations to workshop agenda
- Understanding the psychology of presenting
- Get participants to warm-up to each other
- Helping participants to understand key objectives of the agenda and establish personal expectations
- Ice breakers
- Management of training expectations

Review of participants presentation.

- The trainer will review the presentations made by each participant and provide advice/tips as well as pin-point areas for further improvement.
- Trainer critique session
- Open discussions
- Peer feedback

Review of participants presentation. (Continuation)

- The trainer will review the presentations made by each participant and provide advice/tips as well as pin-point areas for further improvement.
- Trainer critique session
- Open discussions

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Understanding and Applying the 3 V's of presentations

- Focus on the verbal, vocal and visual elements of making a presentation
- Body language pointers
- Vocal delivery techniques
- Maintaining credibility throughout the presentation process
- Lecture
- Open discussions
- Role-plays

Techniques for an Effective Presentation

- How to begin a presentation
- How to draw your audience into your message
- Ensuring audience engagement and retention
- Leaving a lasting impression
- Lecture
- Open discussions
- Action-learning activities

Handling the Q&A session

- Being prepared to take questions; maintaining your poise
- Ready-made remarks and closing
- Handling open and closed ended questions
- Reframing techniques
- Regaining control of the Q&A
- Handling difficult questions
- Lecture
- Open discussions
- Case-studies

Summary of workshop Learning and takeaways

- Question & Answer Session**
- Handing out Attendance Certificates**
- Evaluations**
- End of programme**
- Learning consolidation
- Open sharing
- Q&A
- Trainers debrief

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Trainer Profile – Mr. Matthew James

Matthew holds a Bachelor in Mass Communications (University of Newcastle, NSW) and is a certified trainer by the Leadership Institute of America. He has twelve years of experience in public relations, corporate communications and media management. He started his professional career as a public relations practitioner at the Singapore Economic Development Board. During his five-year tenure at the board, he was involved in corporate communications, events management and editorial work. Matthew has extensive experience in conducting highly successful workshops in business writing, EQ and interpersonal skills, teambuilding, presentation skills and media relations. He also actively conducts training workshops in the region. He has been invited by global conglomerates to facilitate workshops in China, India, Thailand, Vietnam as well as Malaysia. Some of his local clients include Singtel, Chevron Texaco, Land Transport Authority, Nokia and the Singapore Police Force. Matthew is also a strong proponent in the development and understanding of the role that human behavioural science has to play in personal and organizational learning and development.

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Date: 5 Sept 2012, 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 5 Aug to receive a 10% off usual fee
GROUP SAVINGS – Send 2 or more participants to enjoy a 10% off usual fee

Fax the completed registration form to 6778 3853

Participant's Profile

Name 1: _____ **Job Title:** _____
Email: _____ **(DID):** _____
Name 2: _____ **Job Title:** _____
Email: _____ **(DID):** _____
Name 3: _____ **Job Title:** _____
Email: _____ **(DID):** _____

Company 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: _____ *(*7% 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.

Dun & Bradstreet (S) Pte Ltd | 20 Harbour Drive, PSA Vista, #06-02, Singapore 117612
Tel: +65 6565 6161 Fax: +65 778 3853