Presentation with Impacts

AIMS AND OBJECTIVES

Superior presentation skills give you a platform to demonstrate your sales skills, leadership qualities, communication skills and influencing abilities. This workshop aims to equip participants with the skills in structuring a lively presentation to address audience’s needs and interests. Through practice and feedback sessions, participants can get action points on sharpening skills in presenting with confidence and projecting a competent image to the audience.

LEARNING OUTCOMES

After attending this session, participants should be able to:

- Design the presentation to suit the needs and styles of audience
- Overcome nerves and present in a clear, concise, and persuasive manner
- Have enhanced body language, eye contact, and gesturing
- Improve voice projection, articulation, pacing, and fluency
- Make effective use of visual aids to engage audience
- Overcome negative or distracting mannerisms

COURSE OUTLINE

- Presentation exercise 1: Identifying strength and areas for improvement
- Overcoming nervousness and fear in presentation
- Building rapport with audience
- Learning and improving voice projection, articulation, pacing, and fluency
- Enhancing body language, eye contact, and gesturing
- Establishing clear and appropriate objectives for presentation
- Structuring the presentation and developing 3 key messages
- Enhancing interaction with audience and responding to questions from the floor
- Dealing with negative or distracting mannerisms
- Presentation exercise 2: Feedback and action points for further improvement

WHO SHOULD ATTEND

Supervisors/managers

DURATION

1 Day

CLASS SIZE

Up to 15 participants

LANGUAGE

Cantonese/English