

2 – DAY

EFFECTIVE PRESENTATION SKILLS IN THE NEW NORM

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INTRODUCTION

“Make thyself a craftsman in speech, for thereby thou shalt gain the upper hand.”

- Inscription in a 3,000 year-old Egyptian tomb –

In a matter of a few months, entire industries have transformed. Companies are going online, employees are working from home, and discussions are via teleconferencing. Person-to-person business processes are turning digital, and so are meetings. Virtual presentations have become the new normal.

Speaking and presenting skills are not just for politicians, CEOs, and emcees, but also for engineers, executives, supervisors, and technicians who need to get their message across effectively to their managers, head of departments, and clients.

Presentations are invaluable in terms of career development. With their technical knowledge being solid and comprehensive, they now need soft skills to further enhance their careers.

Additionally, presentations are invaluable in terms of personal development. Among others, the presenter builds self-confidence and clarity of thought, learns how to engage an audience, improve diction and memory in addition to learning how to discuss in a constructive and healthy manner. Fortunately, the skills to a good presentation are no secret and they can be acquired and honed over time.

This program offers a real value-added opportunity for participants to acquire practical and effective tips, tools, and techniques in order to carry out online presentations that are meaningful, noteworthy and empowering.

METHODOLOGY

Theories and models will be simplified, and further enriched with activities to engage them mentally and physically. To evaluate their knowledge and how they can apply what they have learned into their workplace after the program, we will conduct a post-test, review and recap, and an action plan. Facilitator incorporates methods in NLP to create an environment where participants will be fully engaged on both conscious and subconscious level. Training will be delivered in a highly interactive and experiential way whereby concepts and background information will be presented through group exercises, discussion and activities creating an environment that facilitates accelerated learning and application. Each activity will be thoroughly de-briefed to link the learning to application. Additionally, participants will document their learning points and noteworthy thoughts in a workbook after every module. The workbook also contains useful explanations, tips, and methods. Other methods employed include short explanations with slides and Q&A, role-playing, demonstrations, group discussions, and video clip presentations.

COURSE OBJECTIVES

By the end of this course, you will be able to:

- Identify online presentation killers – and how to avoid them.
- Plan, deliver and evaluate an online presentation as opposed to a face-to-face presentation.
- Use a variety of approaches, techniques and aids to capture the listeners' attention.
- Use words and sentences that will flip their presentations from basic to pro.
- Greatly enhance their confidence and skills in a presentation using techniques in NLP.

WHO SHOULD ATTEND?

- Supervisors
- Managers
- Team Leaders
- Senior Executives
- Human Resources
- Department Heads

PROGRAM OUTLINES

MODULE 1: PERSPECTIVES ON SPEAKING AND PRESENTING

According to a survey by the Sunday Times of London, 41% of people list public speaking as their biggest fear. Forget small spaces, darkness, and spiders – standing up in front of a crowd and talking is far more terrifying for most people. However, mastering this fear and getting comfortable speaking in public can be a great ego booster, not to mention a huge benefit to your career.

- How Online is Different and Similar to the Conventional Face-to-Face
- The Importance and Responsibilities of The Presenter
- What's In It For You
- Understanding the 4 Communication Styles

MODULE 2: PLANNING AND PREPARING YOUR PRESENTATION

Planning includes understanding the audience, assessing their needs, establishing objectives and outcomes, researching the topic, designing the presentation and making sure the facilities are adequate for the presentation. Preparation begins with identifying your audience. What do you know about your audience? What do they care about? What's important to them? Do they have any misconceptions about your topic? These are the kinds of questions you should ask as part of your preparation. Sitting down and listing the questions, and your answers to them, will give you a basic structure for your speech, around which you can add things and take them away as you see fit.

- Identifying Your Audience
- Developing Effective Presentations
- Planning Forms, Questionnaires and Checklists
- Selecting and Narrowing Your Subject to Suit Your Audience

MODULE 3: SPEAKING WITH CONFIDENCE

Self-confidence plays an important role when standing up and speaking in front of a crowd. Being confident allows us to send our message across effectively. It provides stability when we are faced with a challenging question from the audience; it gives us that push that helps us stay energized. This module lays out the methods in managing nervousness, changing your mental state, and using your vocal cords and body to boost your confidence.

- Reducing Discomfort and Anxiety
- Converting Nervous Energy into Empowering Energy
- Capturing and Maintaining Rapport with Your Audience
- Flipping Your Speech from Basic to Pro

MODULE 4: PRESENTING WITH IMPACT

A few simple steps can help you improve the delivery of your presentation, such as starting off strong by preparing an opening that will capture the audience's attention, using visual aids effectively, and varying the volume of your voice. As long as you have the confidence to use the room to your advantage, and have your ideas straight in your head, the presentation really will take care of itself for most of the time. You will find that, simply through saying it and hearing it often enough, your speech will evolve to a point where you can make slight adjustments on the spot as and where necessary without it becoming confusing.

- Creating Interest with Storytelling
- Emoting with Facial Expressions, Gestures and Body Language
- Using Visual and Auditory Anchors

PROGRAM OUTLINES

MODULE 5: CONTROLLING THE SITUATION

The way you respond to questions will have a major effect on what kind of rapport you are able to build with the audience. If you answer questions thoughtfully and respectfully, people will feel that you are taking them seriously. If you give flip, dismissive answers, people will feel that you don't have time for them. But it's not just the audience that you need to manage, but also the materials, tools and props, which will add to the effectiveness of your presentation.

- How To Encourage Questions from Your Audience
- Handling Difficult Questions and Situations
- Dealing with Unexpected Events
- The Use of Visual Aids – The Do's and Don'ts

MODULE 6: SPEAKER'S TOOLKIT

How do you add a bit of fun into your presentations? What about contingency plans should unexpected things happen? What are the ways to get your participants involved? This module suggests some ways to enhance your presentation as well as having some backup plans.

- Using Icebreakers and Energizers
- Creating Supporting Materials
- Use of Props and Miscellaneous Objects
- Post Presentation: Getting Feedback

MODULE 7: WRAPPING UP

What is all worthwhile? In this module, we will assess certain knowledge and understanding gained throughout the program. Also, they will come up with an action plan to apply what they have learned in their professional lives.

- Learning Points and Key Takeaways
- Post-Test
- Commitment Pledge, Action Plan and Evaluations