

2 – DAY COURAGE, CLARITY, CANDOUR - EFFECTIVE PRESENTATION SKILLS



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.

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.

Methodology

- Theories & models
- Post test, review & recap
- Group exercise & discussion
- Workbook
- Q&A
- Videos
- Role play

Who Should Attend?

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

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Course Outline

MODULE 1: PERSPECTIVES ON SPEAKING & PRESENTING

- 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 & PREPARING YOUR PRESENTATION

- 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

- 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

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

MODULE 5: CONTROLLING THE SITUATION

- 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

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

MODULE 7: WRAPPING UP

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

