

# Effective Presentation Skills Workshop

MEDIUM : Cantonese

Duration: 1 Day

Being well presented in the workplace – in a presentation, in a meeting, during a discussion with colleague or client is essential. Presentation and public speaking skills are “learned” skills – by working on these skills, the quiet and shy person can learn to present with confidence and eventually “find their voice”. Success rides on the presentation outshining the competition.

This one day presentation workshop will address the factors that affect how confidently the presenter delivering any presentation. It offers simple, easy to practise tools to help participant cope with nerves, get one’s message across memorably for the best impact and present to audiences of varied sizes.

After attending this program, participants will be able to :

- Learn the three key stages required for a professional presentation
- Create a clear presentation objectives and content structure that capture audiences’ interest
- Prepare the presentation, including visual aids, physical environment and rehearsal, for effective delivery
- Acquire necessary knowledge and skills to deliver a professional presentation
- Develop and deliver effective postures, gestures and facial expressions in presentations
- Learn the techniques to overcome stage nervousness
- Handle questions and answers in a confident and professional manner
- Apply the tools and techniques covered via individual and peer skill practices

**Methodology** *Lecture, demonstration, discussion and reflection, exercises, checklists and practices by video taping*

**Target Audience** Frontline staff and executives who need to speak in front of groups, sales people and clients.

## Course Outline

### 1. Three(3) stages in a presentation

- Planning
- Preparation
- Delivery

### 2. Define the objectives

- Clear and specific objective setting
- Action verbs, key points and desirable outcomes

### 3. Analyze the audience

- Research on the audiences’ background
- 5W1H

### 4. Organize the contents

- Opening
- Body
- Closing

### 5. Visual aids

- Powerpoint slides
- Chart and pictures

### 6. Physical environment

- Lighting and audio visual effects
- Room set up

### 7. Rehearsal

- The importance of rehearsal
- Tips for physically and mentally rehearsal

### 8. Delivery

- Wining tips for grooming
- Facial expression
- Body gestures

### 9. Overcome stage nervousness

- Techniques to overcome stage nervousness

### 10. How to handle question and answer session

- Question and answer handling techniques