

Presentation and Communication Skills

MEDIUM : Cantonese / English
FEE : HK\$3,480

COURSE CODE : PCS
EARLY BIRD : HK\$3,180

DURATION : 1 Day

24 Nov, 2017 (Fri)

Business presentation and communication are essential skills for students to excel in the 21st century and it is important for students to be equipped with such skill set while being able to put it into practice effectively. This workshop focuses on both the theoretical and practical sides of business communication and presentation and participants would have lots of opportunities to practise.

Training Objectives

In completion of the workshop, the participants will be able to:

- Identify the essential elements of professional presentation and communication
- Organize information and materials in a clear and concise manner
- Deploy techniques for varying the vocal tones and body language
- Draw attention from the audience in the presentation,
- Develop strategies in handling queries and questions raised by the audience.
- Apply these skills on their daily work situations

Course Outline

1. Fundamental Strategy in Making Presentations

- Purposes of making presentations
- The Process of making and delivering effective presentations
- The BEACH Principle
- Dealing with anxiety before making presentations
- Preparation before making presentations
- The Presentation Matrix

- Fundamentals of delivering effective presentations**
- Understand the principles of making effective presentations
 - Preparation process of business presentations

Mini-lecture, Exercise, Presentation Practice, Video Clippings

2. Communication Strategy in Delivering Presentations

- Structure of an effective presentation
- Opening and concluding your presentation
- Communication Process in presentations
- How to attract audience's attention
- Use of Body Languages
- Intonation and voice variations

- Building up your presentation**
- How to attract audience's attention
 - Ways to improve the impact upon the audience

Mini-lecture, Presentation Practice, Group Discussion

3. Delivering Great Presentations

- Presentation skills in delivery
- What is imaging
- Building up a relevant story
- How to touch the heart of the audience
- The need of using visual aids
- Proper use of visual aids
- Simple tips of constructing PPT content

- Ways to motivate your audience**
- Techniques of story telling
 - Use of visual aids

Mini-lecture, Presentation Practice, Group Discussions

4. Handling objections and difficult questions from the audience

- Anticipating difficult situations
- Different types of difficult situations
- Ways to cope with these situations
- Handling objections and questions arise
- Parking strategy
- Five steps for handling difficult questions

- Managing difficult situations in presentations**
- Understand how to cope with difficult situations
 - Acquire skills in handling difficult questions and objections

Mini-lecture, Presentation Practice, Group Discussions

5. Final Consolidation

Consolidate learning focuses into business applications

COURSE ARRANGEMENTS

Week	Course Date	Course Title	Course Code	Duration (Days)	Fees* (HK\$)	Enroll before these dates to Enjoy our Early Bird Rates	Cancellation Deadline	Medium of Instruction
November 2017								
2	Nov-08	Five (5) Practices of an Influential Leader	NEW 5PIL	1	HK\$3,480	HK\$3,180 Oct 13, 2017	Oct 18, 2017	C/E
	Nov-09	Nurturing your Team	NYT	1	HK\$3,480	HK\$3,180 Oct 13, 2017	Oct 18, 2017	C/E
3	Nov-14	Effective Communication and Interpersonal Skills in the Workplace	ECISW	1	HK\$3,480	HK\$3,180 Oct 20, 2017	Oct 25, 2017	C/E
	Nov-15	Customer Service and Complaint Handling	NEW CSCH	1	HK\$3,480	HK\$3,180 Oct 20, 2017	Oct 25, 2017	C/E
4	Nov-23	Strategic Thinking: Paradigm Shift for Exponential Businesses	NEW ST	1	HK\$3,480	HK\$3,180 Oct 27, 2017	Nov 1, 2017	C/E
	Nov-24	Presentation and Communication Skills	PCS	1	HK\$3,480	HK\$3,180 Oct 27, 2017	Nov 1, 2017	C/E
5	Nov-27-28	Managing People for Win-Win Results	MPWWR	2	HK\$6,480	HK\$5,980 Nov 3, 2017	Nov 8, 2017	C/E
December 2017								
2	Dec-05	7 Thinking Tools for Generating Extraordinary Ideas	NEW 7TT	1	HK\$3,480	HK\$3,180 Nov 10, 2017	Nov 15, 2017	C/E
	Dec-07	Adapting to Change	CHM	1	HK\$3,480	HK\$3,180 Nov 10, 2017	Nov 15, 2017	C/E
	Dec-08	Crisis Management	CM	1	HK\$3,480	HK\$3,180 Nov 10, 2017	Nov 15, 2017	C/E
3	Dec-12	Coaching and Motivating your Work Team	NEW CMWT	1	HK\$3,480	HK\$3,180 Nov 17, 2017	Nov 22, 2017	C/E
	Dec-14	Handling Difficult People	HDP	1	HK\$3,480	HK\$3,180 Nov 17, 2017	Nov 22, 2017	C/E
	Dec-15	Time and Task Management	TTM	1	HK\$3,480	HK\$3,180 Nov 17, 2017	Nov 22, 2017	C/E

C = Cantonese, E = English

TIME: 9:00 am - 5:00 pm daily **VENUE:** Regal Hongkong Hotel, Causeway Bay, HK.

* Fees include refreshments and buffet lunch

PAYMENT AND CONFIRMATION:

- Seminar fees cover full set of course materials, lunch and refreshments. Seminar fees are payable in advance.
- For enrolment by email, please provide all information per the standard Enrolment Form on this page.
- For enrolment by fax, mail or email, CEL will issue an acknowledgement fax or email to the Authorized Person the next day from receipt of the enrolment.
- Enrolments received by fax, mail or email on or before early bird deadline will be entitled to the early bird rate.
- Joining instructions for confirmed registrations will be sent to the Authorized Person about 2 weeks before the seminar.

CANCELLATION AND SUBSTITUTION POLICY:

- There is no cancellation charge for cancellations made on or before the cancellation Deadline.
- Registrant(s) who fail to attend, or who cancel(s) after the cancellation deadline(s) are liable for the entire fee.
- All cancellations should be notified in writing.
- Enrolments received AFTER the cancellation deadline are subject to the same cancellation deadline.
- Registrants may send substitutions in their place anytime. However, substitutions are not allowed once a seminar has commenced.

ATTENDANCE CERTIFICATE:

A Certificate of Completion will be given to each delegate who have attended more than 70% of the enrolled course(s).

CORPORATE DISCOUNT SCHEME & QUANTITY DISCOUNTS:

Please visit our Website at www.celhk.com or telephone Ms Mak at 2838 1182 to inquire the above.

Communications Engineering Ltd. reserves the right to vary the course programmes or arrangement if this proves necessary.

ENROLMENT FORM

Name	Job Title	Tel No	Mobile No	Course Code
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____

Company Name :

Address :

Contact Person : (Mr / Ms) **Job Title :**

Direct Line : **Email Address :**

Mobile : **Fax :**

Authorized Person : (Mr/Ms)

Job Title : **Direct Line :**

Signature : **Date :**

Cheque enclosed for HK\$

Please note seminar fees are payable in advance

Made payable to **Communications Engineering Ltd.**

Please tick (✓) if you require a receipt



BY PHONE:
Call Miss Mak at:
2838-1182



BY POST TO:
Communication Engineering Ltd.
Room 903, Connaught Commercial Building,
185 Wan Chai Road,
Wan Chai, Hong Kong



BY FAX:
Send enrolment form above to
our FAX at number:
2838-7122



BY EMAIL:
cel@celhk.com