

Presentations and Communication Skills

職場演講與溝通技巧

MEDIUM : English / Cantonese
DURATION : 1 Day

FEE : HK\$3,480

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

18 Oct, 2018 (Thu)

Making presentations is a critical skill for most employees in today's society. The difference between a well presented and a mediocre speech often means winning or losing a sale or some much needed support. Yet making public presentations is not a natural ability for most people. Many suffer from stage fright, do not know how to organize a speech, and have difficulty presenting it effectively.

The purpose of this course is to provide participants with the tools and techniques to organize and deliver an effective speech. The course emphasizes on practical details rather than theoretical concepts, and provides opportunity for participants to practise.

Audience Senior and middle managers, marketing executives, sales executives, technical staff, project managers, and public relations personnel.

Methodology Assessments, discussions, demonstrations, role-plays, mini-lecture, practices and reviews.

What participants will learn

At the completion of the course, participants will be able to:

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

Course Outline

1. Fundamental Strategy in Communication and Presentation

Making presentations is just a special form of communication and both need to be well structured. This module presents some fundamental strategies for making effective presentations. Through *demonstrations and discussions*, participants will learn:

- Key elements in communication and presentation
- Turn your stage fright into a powerful ally
- Communication is much more than just words
- Communication strategies
- Structure of an effective presentation

2. Preparing for a winning speech

Preparation is just about the most important part for making a good presentation. This module focuses on what one should do to prepare before facing the audience. Through *demonstrations, discussions and practices*, participants will learn:

- What you need to know before preparing for the speech
- Analyzing your audience
- Organizing your speech
- Opening and concluding your presentation
- Getting audience' attention
- The power of story-telling
- Timing your speech
- Producing visuals
- Memory clues
- Practicing

3. Delivering great presentations

Presentations will only be as good as you deliver them. This module focuses on how to manage yourself to make presentations work for you. Through *demonstrations, discussions and practices*, participants will learn:

- Managing your mind
- Imaging techniques
- Establish your presence
- Let passion work for you
- Vocal qualities
- Proper use of visuals
- Touching the heart of your audience
- Presentation practices and reviews

4. Handling questions

Many presenters find it difficult to handle questions, especially when they are unpredictable. This module focuses on how to respond to questions. Here they learn:

- How to think on the feet
- Following a structure in your response
- Tips on handling questions and answers

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
September 2018								
3	Sep-18	Storytelling for Engaging Presentation	NEW SEP	1	HK\$3,480	HK\$3,180 Aug 24, 2018	Aug 29, 2018	C
	Sep-19	Customer Service and Complaint Handling	CSCHE	1	HK\$3,480	HK\$3,180 Aug 24, 2018	Aug 29, 2018	C/E
	Sep 20-21	Project Management Workshop	PMW	2	HK\$6,480	HK\$5,980 Aug 24, 2018	Aug 29, 2018	C/E
	Sep-21	Influencing Skills to Power Up Persuasion	NEW IFSW	1	HK\$3,480	HK\$3,180 Aug 24, 2018	Aug 29, 2018	C/E
4	Sep-27	Effective Communication and Interpersonal Skills	ECIS	1	HK\$3,480	HK\$3,180 Aug 31, 2018	Sep 5, 2018	C/E
	Sep-28	Five (5) Practices of an Influential Leader	NEW SPIL	1	HK\$3,480	HK\$3,180 Aug 31, 2018	Sep 5, 2018	C/E
October 2018								
3	Oct-15	Influencing and Negotiating for Win-Win	NEW INWW	1	HK\$3,480	HK\$3,180 Sep 21, 2018	Sep 26, 2018	C/E
	Oct-16	Leading a High Performance Team	LHPT	1	HK\$3,480	HK\$3,180 Sep 21, 2018	Sep 26, 2018	C/E
	Oct-18	Presentation and Communication Skills	NEW PCS	1	HK\$3,480	HK\$3,180 Sep 21, 2018	Sep 26, 2018	C/E
	Oct-19	7 Thinking Tools to Generate Extraordinary Ideas	NEW 7TT	1	HK\$3,480	HK\$3,180 Sep 21, 2018	Sep 26, 2018	C/E
4	Oct 24-25	Managing People for Win-Win Results	MPWWR	1	HK\$6,480	HK\$5,980 Sep 28, 2018	Oct 3, 2018	C/E
	Oct-26	Handling Difficult People	HDP	1	HK\$3,480	HK\$3,180 Sep 28, 2018	Oct 3, 2018	C/E
5	Oct-29	Business Etiquette Workshop	NEW BEW	1	HK\$3,480	HK\$3,180 Oct 5, 2018	Oct 10, 2018	C

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 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