

Presenting for Excellence 卓越的演講技巧

MEDIUM : English COURSE CODE : PE DURATION : 1 day

This interactive training workshop aims to equip participants with the necessary skill-sets, tools, techniques and background information in order to become adept at delivering effective presentations. The training will be conducted in a highly interactive manner where attendees will learn about the common mistakes made during presentations, as well as the finer art of presenting professionally at all levels.

Program Objectives

1. Master the fundamental techniques in giving good presentations
2. Appreciate the finer art of presentations

Course Outline

1. Ten (10) Fundamentals in Presentation Techniques

This session gives the core elements that will help participants appreciate what it takes to give impactful presentations. It acts as the foundation for this session.

2. Know Your PAL – Purpose, Audience, Logistics

This session builds on the previous topic by giving participants tips to manage the whole presentation process.

3. Techniques to Keep Your Audience Engaged

This session gets into the specific techniques to have your audience remember the key messages and stay with the presenter during the presentation. This session goes into some depth on some of the presentation techniques presented in the first topic.

4. Using Story –Telling as a Presentation Technique

- Understanding the impact of Stories
- Analysing a Compelling Story
- Crafting a Story
- Delivering a Story

This session teaches participants the art of telling stories which is a favourite technique of effective presenters. It enhances the techniques shared in the previous topic.

5. Handling Difficult Questions

This session closes off on the first session by helping participants understand how to handle tough questions and / or difficult audiences who may choose to disagree with the presenter.

6. Presentation Techniques to maximise your influence

- Moderating the Voice for clear presentations
- Sensitising to non-verbal communications – gestures, facial expressions, body postures and tone of voice
- Using Visual Techniques for greater effectiveness
- Moderating discussions during presentations
- Handling Q & A effectively

The final session links the other topics on influence with presentation so that participants can apply and leverage the factors of influence.

7. Casework: Presentation in Action

Participants will be divided into two (2) groups. The first group will prepare and present a specific topic and will be evaluated for their overall presentation skills plus their ability to handle tough questions. The second group will share stories to be evaluated for their story-telling skills.