

Presentation Skills Workshop 專業演講技巧工作坊

MEDIUM : Cantonese / English COURSE CODE : PSWS

Many professionals report experiencing a high level of reluctance and anxiety when asked to present in front of an audience. Others are having problems keeping a presentation on focus and on time. The result is an appearance of the lack of professionalism at best, and a loss of business opportunities at worst. The difference between making good and mediocre presentations can be vital for a firm. **The purpose of this course is to provide participants the skills, techniques and opportunities to practise the planning and delivering of an effective and professional presentation.**

Objectives

At the completion of this workshop, you will be able to:

- Manage your internal state of mind and resources for a presentation
- Prepare for an audience-focused presentation
- Deliver a persuasive presentation professionally
- Handle questions effectively

Who Should Attend All levels of staff

Methodology Discussions, mini-lecture, role-play, demonstration, NLP exercises, presentations with feedback

Benefits

To the organization:

- Clearer, more professional and persuasive presentations for clients
- More effective communication and learning within a team and between teams

To the individuals:

- Greater effectiveness and confidence in planning and delivering a presentation
- Greater ability to interact with audience and handle questions
- Reduced anxiety in giving speeches

Course Outline

1. Introduction

Participants will give a 3 to 5 minute *speech* about themselves. This speech will be videoed and analyzed later. The speech will be followed by a *discussion* which will focus on:

- What constitutes a great presentation in the participants' minds?
- What is preventing the participants from making a great presentation at this time?

2. From preparation to delivery: Process Overview

Participants will learn of an 8-step process that takes them from the preparation to the delivery of an effective presentation.

3. Planning

This is about the most important step in a presentation. Participants will learn how to:

- Identify the audience and audience characteristics
 - Identify presentation objectives
 - Find ideas for a presentation
 - Organize ideas into a logical order
 - Sketch visuals
 - Obtain feedback from others on the presentation plan
- Exercise:* Using the information learnt, participants will design a presentation with key points, examples, and ideas of the key visuals. In coaching pairs, they will give each other feedback on the presentation plan.

4. Delivery Components

In this section, participants will learn practical tips regarding various delivery components, including:

- Enhancing a message with appropriate body language, including posture, gestures, walking patterns, and eye contacts.
- Reinforcing a message with appropriate tone, pitch and volume.
- Adding clarity to a message through proper enunciation.

5. Handling questions

Participants will learn how to handle neutral, friendly and hostile questions effectively. Emphasis of this section will be on:

- Thinking on the feet
- Maintaining control
- Different strategies and tactics in handling less than friendly questions.

6. Presentation

Exercise: participants will make a presentation with visuals on a topic of their choice.

Participants will be encouraged to ask questions to give an opportunity to the speaker to respond. The presentation and the Q&A will be videoed for review and analysis.

At end of each presentation, both the audience and the instructor will provide feedbacks to the speaker according to a set of criteria.