

# Presenting with Confidence

MEDIUM : Cantonese / English

COURSE CODE : PWC

DURATION : 1 Day

FEE : HK\$3,480

EARLY BIRD : HK\$3,180

**19 November, 2014 (Thursday)**

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* in which participants will share their feelings and experience on making presentations in the past. In particular, the *discussion* 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:* A selected number of 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.

- \* *Depending on the number of participants and progress of events, the instructor may start this section earlier in the day, and use the feedback at end of each presentation to bring out the points in sections 4 and 5.*

# 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
<b>IT- WEB APPLICATION TESTING, CLOUD COMPUTING TECHNOLOGY</b>								
1	Nov 03-04, 2014	Mobile Web Systems : Development and Testing	NEW MWEB	2	HK\$6,380	HK\$5,880 Oct 3, 2014	Oct 8, 2014	E
1	Nov 05-06, 2014	Web Application Security: Hacker Attacks & Defense	WAS	2	HK\$6,380	HK\$5,880 Oct 3, 2014	Oct 8, 2014	E
1	Nov-07, 2014	Cloud Computing for Business and IT Professionals	CCP	1	HK\$3,880	HK\$3,580 Oct 3, 2014	Oct 8, 2014	E
2	Nov 10-11, 2014	Web Application Testing: Principle & Practice	WAT	2	HK\$6,380	HK\$5,880 Oct 10, 2014	Oct 15, 2014	E
2	Nov 13-14, 2014	Cloud Computing Systems : Analysis & Testing	CCS	2	HK\$6,380	HK\$5,880 Oct 10, 2014	Oct 15, 2014	E
1	Nov-03, 2014	Innovations in Leadership (a process-focused approach)	INL	1	HK\$3,480	HK\$3,180 Oct 3, 2014	Oct 8, 2014	E
1	Nov-04, 2014	Mastering Strategy and Turning Strategy and Objectives into Action	STM	1	HK\$3,480	HK\$3,180 Oct 3, 2014	Oct 8, 2014	E
2	Nov-12, 2014	Web Marketing Fundamentals	WMF	1	HK\$3,680	HK\$3,380 Oct 10, 2014	Oct 15, 2014	E
2	Nov-14, 2014	Win-Win Negotiation	WIN	1	HK\$3,480	HK\$3,180 Oct 10, 2014	Oct 15, 2014	C/E
2	Nov-14, 2014	Change Leadership	CH-L	1	HK\$3,480	HK\$3,180 Oct 10, 2014	Oct 15, 2014	C/E
3	Nov-17, 2014	Operational Risk Management	ORM	1	HK\$3,480	HK\$3,180 Oct 17, 2014	Oct 22, 2014	E
3	Nov-17, 2014	Speed Thinking & Ideas Blitz	NEW STIB	1	HK\$3,480	HK\$3,180 Oct 17, 2014	Oct 22, 2014	E
3	Nov-18, 2014	Crisis, Brand and Risk Management	CBRM	1	HK\$3,480	HK\$3,180 Oct 17, 2014	Oct 22, 2014	E
3	Nov-18, 2014	SMALL WINS INNOVATION and Growth	NEW SWI	1	HK\$3,480	HK\$3,180 Oct 17, 2014	Oct 22, 2014	E
3	Nov-19, 2014	Presenting with Confidence	PWC	1	HK\$3,480	HK\$3,180 Oct 17, 2014	Oct 22, 2014	C/E
3	Nov-20-21, 2014	Survival Skills for Managers and Supervisors	SSMS	2	HK\$6,180	HK\$5,680 Oct 17, 2014	Oct 22, 2014	C/E
4	Nov-25, 2014	Interviewing Skills to Recruit the Right Candidates	ISW	1	HK\$3,480	HK\$3,180 Oct 24, 2014	Oct 29, 2014	C/E

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

**\* Fees includes refreshments and lunch**

**\*\* We accept P. Cards**

**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](http://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\$

Made payable to **Communications Engineering Ltd.**

**Please note seminar fees are payable in advance**

Please tick (✓) if you require a receipt



**BY PHONE:**  
Call Miss Mak at:  
**2838-1182**



**BY POST TO:**  
Communications Engineering Ltd.  
Rooms 802-804,  
Hua Qin International Building,  
340 Queen's Road Central,  
Sheung Wan, Hong Kong



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



**BY EMAIL:**  
[cel@celhk.com](mailto:cel@celhk.com)

## About CEL

**Communications Engineering Limited** specialises in providing world-class quality Management Skills, Personal Effectiveness, Information Technology and Specialty Training. CEL targets new entrants and seasoned professionals in all business sectors. For more than 25 years, CEL has developed an excellent reputation for delivering real-world value-added training. The clientele includes many Fortune 500 multinational enterprises, HKSAR government, public and private sectors of Greater China and throughout the region. Our carefully-designed course schedule targets to provide continuing, comprehensive and structured suites of courses that meet career development needs of professional staff at all levels. Our current pool of experts are drawn globally from Hong Kong and abroad, allowing us to offer the best combination available in terms of technology, expertise and versatility.

## The On-Site Option

If there are a group of staff in your organization interested in taking any of these CEL courses, why not consider the On-Site option? We can readily tailor courses to your specific needs, send an expert instructor to your workplace, and help cut costs. If you are interested in organising any of the topics as in-house on-site or off-site training, and for more information about this service, please contact Miss Mak at CEL at Hong Kong telephone number **+852 2824 9978** or at email [cel@celhk.com](mailto:cel@celhk.com) for a quotation and proposal.

## Trainer Information

All public and in-house programs are delivered by Senior Trainers/Consultants of CEL. Please contact CEL for trainer profile(s) if needed. Please contact CEL for quotation if you are interested in organising any of the topics as in-house on-site or off-site training.

## Announcing... **VOLUME ONE** of our brand new In-house Course Catalogue is now available

In this volume, we have included a sampler comprising detailed course descriptions for 15 of our many programs which are available and popular as in-house presentations.

## Versatility + Quality + Bespoke Services

Please note that ALL public courses from our monthly catalogues are available for in-house presentation as well.

On top of that, should you have some topics in mind but cannot find them in our in-house and/or public catalogues, you are welcomed to inquire if we are able to source/ customise such training programs for you. All in-house programs will bear the same high level of quality which underpin all of our public offerings.

## Executive Coaching

Another new area of professional service available is Executive Coaching. Contact us for a detailed discussion and proposal/quotation.



Rooms 802-4, 8/E, Hua Qin International Building, 340 Queen's Road Central, Sheung Wan, Hong Kong  
Tel: (852) 2838 1182 (General Line) Fax: (852) 2838 7122 Website: [www.celhk.com](http://www.celhk.com)

E	POSTAGE PAID HONG KONG PORT PAYE	Permit No. 1182
---	--	-----------------------



### RECORD UPDATE

Please ADD to your mailing list

Please UPDATE my record

Please DELETE my record

Company: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name: (Mr/Mrs) : \_\_\_\_\_ Job Title: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Requested by: (Name) \_\_\_\_\_ Job Title: \_\_\_\_\_ Tel: \_\_\_\_\_

Please 1. Tick (✓) the appropriate box 2. Complete the form 3. Fax or e-mail this page to CEL together with the above label. Thank you very much for your help.