

Deliver your message with **Impact!**



The positive impression an effective and efficient presentation has on an audience cannot be overstated. Come learn to speak on your chosen topic with new and convincing authority.

A great presentation does not just happen. It is planned, rehearsed then delivered with flair. A good presenter is one who learns the skills of presentations - not one who hopes for talent to carry them. Public speaking is a set of skills not a talent. You can be a good presenter if you learn the skills for presentation success. You will be a great speaker if you learn from every presentation you deliver. Great presenters start as poor speakers – then they get better.

PRACTICAL PRESENTATION IN **24** HOURS

INTRODUCTION

The common assumption is that anyone who is able to speak/talk should be able to present. However that is not the case - WHY? Today's Successful Speaker/Presenter is part entertainer, educator, marketer and influencer. This makes it vitally important to be able to communicate our thoughts and ideas effectively, using a variety of tools and medium. Nearly everyone, at some point in their life, will need to stand before an audience and speak. This program will help you do just that.

The human brain starts working the moment you are born, and never stops until you stand up to speak in public. A person under the influence of his feelings projects the real self, acting naturally and spontaneously. A speaker who is interested will usually be interesting. (Dale Carnegie)

COURSE CONTENTS

Module 1: Presentation Health Check

- ⇒ Is there a speech in you?
- ⇒ Identify strengths and weaknesses of your presentation styles and techniques

Module 2: Understanding Expectations

- ⇒ Communication & Perceptions
- ⇒ Clarifying Roles & Objectives of Presenter
- ⇒ Audience's Objectives
- ⇒ Audience Common Complaints

Module 3: Managing Yourself – Creating Impressions

- ⇒ Mental & Emotional Preparations
- ⇒ Develop your Presence and Impact
- ⇒ Building Rapport & Projecting Credibility
- ⇒ Using your Voice Professionally

Module 4: Organizing & Structuring Contents

- ⇒ Invoking the 4 P's
- ⇒ RULE of 3
- ⇒ Creating lasting impression
- ⇒ Logistics Checklist

Module 5: Managing Expectations

- ⇒ Questioning Techniques
- ⇒ Listening Skills : Understand before being understood
- ⇒ Positive Vocabulary/ Choice of Words
 - ⇒ How to express disagreement and not cause conflict?
 - ⇒ Strategically Speaking – breaking bad news

2012

March

28 & 29 March 2012 (Wed & Thurs) TIME 9am - 5pm VENUE Eastin Hotel, Petaling Jaya

Module 6: Damage Control – what to do if all falls apart?

- ⇒ Corrective Actions for Mistakes / Malfunction

Module 7: Presentation Health Check 2

- ⇒ Is there a better speech in you?

OBJECTIVES

At the end of the course participants shall be able to:

- ⇒ Present technical & non technical information clearly, concisely, and persuasively.
- ⇒ Enhance voice projection, articulation, pace and fluency, body language, eye contact, and gestures.
- ⇒ Overcome fear, nervousness, anxiety and any distracting mannerisms.
- ⇒ Present with confidence & Project control.
- ⇒ Create / Structure a presentation with ease to gain maximum effect.
- ⇒ Use audience involvement techniques to identify and handle questions.
- ⇒ Making the Best Use of Existing Strengths.

WHO SHOULD ATTEND?

Professionals, Managers, Head of Departments, Executives, Technical Experts, Sales Personnel and anyone who wants to improve their presentation skills

METHODOLOGY

An interactive and practical approach incorporating group discussions/exercises, presentations and role plays.

Pre – work Assignment: Participants will be given an assignment to prepare before the course date.



TRAINER'S PROFILE

- ⇒ LLB (HONS) – *University Of London.*
- ⇒ MBA (INTERNATIONAL MANAGEMENT) – *Asia Pacific International Institute New Zealand.*
- ⇒ CERTIFICATE IN STRATEGIC HR TRANSFORMATION & ORGANISATION DEVELOPMENT - *Pennsylvania State University*
- ⇒ CERTIFICATION IN TRAINING (TTT/2776) - *Pembangunan Sumber Manusia Berhad*

VANAJA has over 18 years of working experience in various industries ranging from Education, Telecommunication, Property Development and Construction. She assumed positions as Head of Customer Quality Control, Head of Business Architecture, Head of Human Resource Development, Head of Organisation Development and also as a Lecturer.

Some of the portfolios that she has undertaken during her tenure in the various organisations includes :- Writing policies & procedures, Setting up departments, Implementing Human Resources initiatives, Conducting customer satisfaction surveys, Organisation health assessments, Establishing Company driven goals & objectives, Implementing Quality initiatives, Complaints/Grievance Management, Recruitment & Selection, Learning & Growth initiatives, Standardization of methods and practices, Induction Programs, Creating and implementing Change Management plans that minimize employee resistance and maximize employee engagement.

She strongly believes in People Management Practices and Learning & Growth principle as being one of the key elements for organisations to succeed. She has acted as change agent, with a flair for spotting, analyzing problems and opportunities to guide top management in their efforts to transform and change the culture in the organisation.

Her area of expertise is to train & develop the company's internal capacity through its people to most efficiently and effectively sustain itself over the long term as well as developing & implementing organisational transformation strategy intended to change the beliefs, attitudes, values and structure of organizations so that they can better adapt to new challenges.

[Register Online](#)

[Download Registration Form](#)

COURSE FEES

RM 980.00 per person for 2 days
Includes Lunch, Tea-Breaks,
Course Notes and
Certificate of Completion



ORGANISER / CONTACT PERSON

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