

TRUST

Management & Education

Trust Management Centre

Singapore (Head Office):

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Branches:

Philippines: Unit 3-B Nicolas Bldg., Quirino Avenue, 8000 Davao City

Lao: Unit 21, Sisungvone Village, Saysettha Dist, Vientiane

Vietnam: 21st Floor Capital Tower, 109 Tran Hung Dao St. Hoan Kiem Dist. Hanoi Vietnam

Cambodia: #54, Street 63 Daun Penh, Phnom Penh, Cambodia

EFFECTIVE PRESENTATION SKILLS

"You never get a SECOND chance to make a FIRST good impression!"

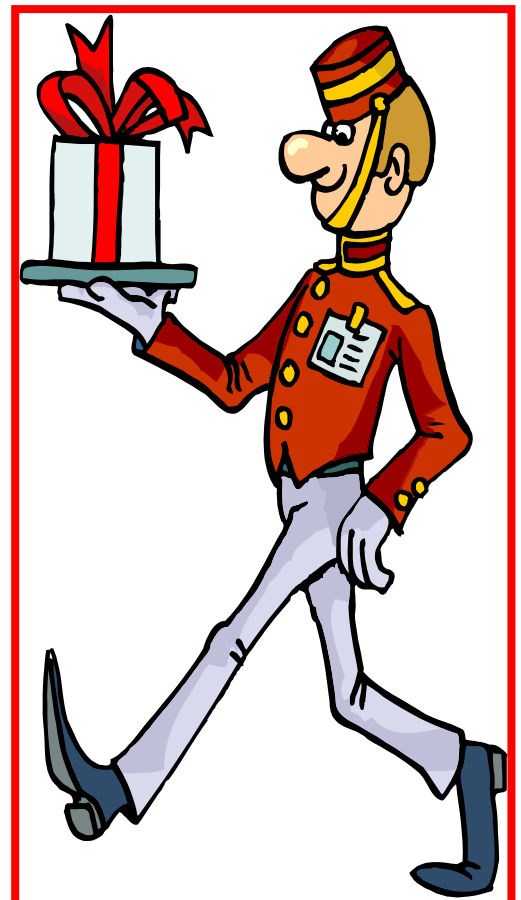
How to get a group's attention, hold people's interest and persuade them to act!

DESCRIPTION:

Some provide equipment for great presentations. Others provide you with information. Still others can write the presentation for you. But - it is up to YOU to turn all of it into a great, effective presentation.

Skilful presenting is a balancing act – balancing the information you are presenting, and the way you relate it to the audience.

These activities instill confidence in even the most nervous, novice presenters and develop advanced skills with more experienced speakers. Together, the 20 activities cover every area of planning, preparing, structuring and making a presentation.





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OBJECTIVES:

- Getting The Message Across
- Dealing With Questions
- Managing Audiences
- Anticipating Problems
- Opening And Closing A Presentation
- Preparing The Room
- Delivery Techniques
- Using Visual Aids
- Body Language
- Speaking Skills

CONTENTS

- Characteristics of Powerful Presentator
- Body Language
- How To write Realistic Objectives
- What Is A Presentation?
- Presentation Ice-Breakers
- Getting The Message Across
- Making And Using Notes
- Room Layouts
- 8 Steps To Powerful Presentations
- Establishing Your Aims
- Planning The Contents
- Making A Good Start
- Using Your Voice
- A Presenter’s Guide To Audio–Visual Aids And Equipment
- Handling Questions

WHO SHOULD ATTEND: Team-Leaders, Supervisors, Executives, Managers, Senior Executives

METHODOLOGY: Seminar, Group Discussions and Role Play

PREREQUISITES: None.

LENGTH: 2 days

MATERIAL PROVIDED: Participant Guide, Practical Exercises, Other Guides.