

# EFFECTIVE PRESENTATION SKILLS WORKSHOP

## INTRODUCTION

*“The thinking human being, not able to express himself,  
Stands at the same level as those who cannot think.”*  
- Pericles

Employees with good presentation skills can improve the organizational effectiveness. Good presentation skills provide the employees with a platform to demonstrate their reporting skills, leadership qualities, communication skills, influencing abilities and promotion potentials. They help lubricates the organizational communication process, reduce misunderstandings, and improve productivity and human relations. Good presentation skills are even more critical for employees representing their organizations in sales, project or business meetings because this will directly impact their end-results.

A good presentation is well prepared, clearly delivered, accomplishes its objectives, audible, engaging, and accompanied, where appropriate, by useful and legible handouts and competent use of supporting materials/equipment (e.g., overheads etc.). This course trains the presenter to presents information and facts coherently in a way that the audience understands his message clearly. It is an interactive course that trains participants to systematically organize and deliver effective presentations. During the course, participants will take part in many exercises to improve the way in which they present. They will learn how to understand their listener(s), organize contents from the listener's point of view, eliminate "overkill", control nervousness, eliminate boredom, effectively use visual aids, control questions & answers, and obtain responses and actions. Videotape is used extensively, and each participant reviews his or her tapes and receives constructive feedbacks from their peers.

## COURSE CONTENTS:

1. Introduction:
  - Presentation overview.
  - Why are presentation skills so important?
  - Good and bad presentations. Mistakes to avoid.
2. Establishing your goals:
  - Begin with the close first
  - Examining various types of close
  - Focus on your key messages and build a structure to achieve them
3. Structuring your Presentation:
  - Outlining your story line and elements of presentation
  - Critical success factors, keywords, voice.
  - Gathering presentation materials/data
  - Correct usage of audio-visual aids
4. Opening with impact and interest:
  - The introduction: Self and Audience
  - Tailor the presentation to the audience.
  - Assessing the environment
  - Getting attention and keeping interest

5. Understanding Non-Verbal Communications
  - Importance of maintaining eye contacts
  - Use of gestures & body movements
  - Analyzing audience's body language
6. Rehearsing your presentation:
  - Exploring your comfort style. Maximizing non-verbal messages.
  - Maintaining self control and confidence
  - Getting feedback.
  - Listening skills.
  - Anticipation and how to overcome obstacles
  - Handling questions
  - Overcoming stage fright
7. Exercises :
  - Exercises
  - Video-tape session
  - Role-play

#### **COURSE OBJECTIVES :**

At the end of the course, participants will...

- Gain awareness of the purpose, benefits and method of effective presentation
- Able to make effective and interesting presentations: learn how to understand their listener(s), organize content from the listener's point of view, eliminate "overkill", control nervousness, eliminate boredom, effectively use visual aids, body language, control questions & answers, and obtain responses and actions
- Know how to structure your presentation to deliver their key messages
- Know how to recognize and maximize on their presentation strengths

#### **WHO SHOULD ATTEND:**

- This course is for those people who need to make presentations in their job requirements
- Managers, Executives, Team Leaders, Engineers and Supervisors

#### **ADMINISTRATIVE DETAILS**

Duration : 2 days  
Time : 9.00am – 5.00pm  
Venue : In-house or external training program

Language Medium: English

\*Note : To be effective, class size for this course should be not more than 15 persons.

#### **TRAINER:**

**Nelson Kok** is a graduate from the Universiti Sains Malaysia, and holds a Master in Business Administration and B.Sc (Hons) degree in Physics. He has more than 19 years of work experience, working with both multinational companies such as AT&T Consumer Products Pte Ltd, Corner Peripherals Sdn Bhd, Read-Rite (M) Sdn Bhd, and as well as local companies such as Globetronics Technology Berhad, Amquest Sdn Bhd and GGN Solutions Sdn Bhd. He is currently an entrepreneur running his own business and also an external consultant to various training providers.

He started his career as a Production Supervisor, Production Manager, HRD/Training Manager, TQM Manager and IT Manager. In the last 5 years, he held the position of General Manager in an Information and Communication Technology (ICT) company where he gained Internet Technology (IT) skills and entrepreneurial experience. Throughout his career, he was a certified trainer for many management, quality and productivity programs such as *5S Good Housekeeping*, *SPC*, *QCC*, *Quality Improvements using 7QC Tools*, *7 Steps Problem Solving*, *QIT*, *TQM*, *MRPII*, *ERP*, *Team Building Program*, *Effective Meetings Workshop*, *Effective Supervisory Skills*, *Problem Solving & Decision Making*, *Effective Time Management*, *Motivation At Work*, *Frontline Leadership Program*, and *7 Habits of Highly Effective People*. He has also conducted many quality audits and was directly involved in company's ISO 9002 and Quality Management Excellence Award (QMEA) certifications. He is currently involved in research, development and marketing of Internet Control Solutions and software packages. Nelson's area of specialization is in helping organizations to achieve higher productivity using proven Management, Quality and IT tools and techniques.