MARBLE ARCHES
Trainings & Events

Impactful Presentation Skills

Introduction:

Presentation skill is an extremely important competency for all corporate professionals. A good presenter is a person who is able to deliver the message to group of people effectively. Moreover, an able presenter is perceived as knowledgeable and has the highest potential to have a successful career. This program is designed for employees to sharpen and increase their presentation skills capabilities to a next level. The content of this course differs to certain extent compared to the common presentation-based programs in the market as this program is specifically designed with highly applied substance.

Training Period: 2-3 Days

Targeted Groups:

This course was design to fit:

- ✓ Suitable for all working professionals across all industries who are currently involved in presentation activities or will be required to do presentation in near future.

Course Objectives:

This course was designed to let the participants able to:

- ✓ Ability to Prepare Presentation Pre-Work
- ✓ Ability to Design and Develop Effective Presentation Materials
- ✓ Able to Apply Adult Learning Techniques
- ✓ Capability to Present the Information Effectively and in an Interesting Manner
- ✓ Capability to Engage Participants at All Time
- ✓ Obtain Techniques to Maintain Audience Attention and Interest.

Course Content:

Unit 1: Introduction to Impactful Presentation Skills Program

- ✓ Learning Outcomes
- ✓ Why we need Presentations?
- ✓ Types of Presentations

Unit 2: The Able Presenter

- ✓ Qualities & Characteristics of An Able Presenter
- ✓ Short Group Presentation Practice

Unit 3: Psychology of Presentation

- ✓ How Adults Perceive and Learn?
- ✓ Types of Learners
- ✓ Types of Body Language in your Session
- ✓ Managing Negative Body Language
- ✓ Managing Various Types of Audience
- ✓ Injecting Fun into Your Presentation

Unit 4: Pre-Work & Needs Analysis for Presentation

- ✓ Demography and Participants Analysis
- ✓ Presentation Objectives
- ✓ Method of Presentation
- ✓ Setting of Presentation

Unit 5: Designing Your Presentation

- ✓ Presentation Plan
- ✓ Activity Detailing Practice
- ✓ Mock Presentation

Unit 6: Developing Your Presentation

- ✓ Using PowerPoint as a Development Tool
- ✓ Implementation of Data Collection
- ✓ Other Tools in Development
- ✓ Do's & Don'ts in Development
- ✓ Development Practice

Unit 7: Implementing Your Presentation

- ✓ Presentation Delivery Methods & Techniques
- ✓ Pitch, Tone & Intonation
- ✓ Presentation Aids & Resources
- ✓ Managing Fear of Presentation
- ✓ Relaxation Technique
- ✓ Your Body Language
- ✓ Real Cases/Issues During Implementation
- ✓ Conflict Management
- ✓ 1-minute Presentation Practice

Unit 8: Positioning Yourself In-front Of Laptop

- ✓ Lighting, Sound, Visual & Timing
- ✓ Laptop Management
- ✓ Testing & Rehearsal

Unit 9: Participants Presentation Assessment

- ✓ 5-minutes Presentation by Each Participant
- ✓ Improvement Plan on "What went well?" & "What to Improve?"
- ✓ 1-to-1 Improvement Discussion Session with Trainer