



Effective Presentation Skills

Natural presenters are charismatic, great, convincing and captivating speakers. For many of us who aren't naturals, there is hope. Our "Effective Presentation Skills" Workshop will help you to acquire the Techniques and Skills you will need to present like a professional.

Course Outline

Module 1: The Fundamental Preparation For Presentations

- Knowing Your Objectives
- Gathering Audience Information
- The Opening, Body & Closing
- Visual Aids

Module 2: Elements of an Effective Presentation

- Be Prepared
- Give Examples
- Stay Relaxed
- Plan Your Body & Hand Positions

Module 3: How to Communicate with the Audience?

- Effective Communication In Presentation
- Communication Barriers During A Presentation;
 - Posture & Movement;
 - Expressions;
 - Eye Communication;
 - Voice Control

Module 4: How To Overcome Speaking Anxiety

- Know The Audience
- Know Your Topic
- Learn How To Relax
- Realize People Want You To Succeed

Module 5: Building Audience Rapport

- Pacing Audience Styles
- Using Proactive Language
- Building Mental Trust

Module 6: Five Ways To Make Your Body Speak

- Let your body mirror your feelings
- Build Self Confidence through preparation

Module 7: Learning 4 Facilitation Skills Of An Effective Presenter

- Observing
- Listening
- Questioning
- Attending

Module 8: How To Handle Q&As

- Listen To The Entire Question
- Credit The Person
- Respond To The Question

Training Methodology

This program will be full of activities and exercises to facilitate learning and to enhance understanding of the learning points. A Pre-course Presentation Assignment will be given to all participating person prior to commencement of the training session.

*Video Assessment will be evaluated by the trainer

Who Should Attend?

This program is designed for Sales Personnel, Customer Service Executives/Managers & Above

1-day Program | 9am – 5pm

For more information, kindly contact:-

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*This course is eligible for HRDF