

CO003: Powerful Presentations - How To Create And Deliver High-Impact Presentations

[2-Day Program]



Overview

Anyone can give a presentation, but not everyone can deliver a powerful, persuasive and impressive presentation. Face your fear of public speaking and learn to present your ideas logically, in an engaging manner. Whether you're presenting in a formal or informal situation, this course will not only help you plan and present with confidence, but also provide you with the insight to evaluate your effectiveness to continually improve the delivery of your message.

From dynamic introductions to powerful closings, participants will have an opportunity during this training to practice and refine their skills.

Learning Outcomes

Upon completion of programme, participants will :

- ❖ Understanding their purpose and objectives to help them prepare their presentation.
- ❖ Structure their presentation by using three easy steps.
- ❖ Distinguish, understand and handle the different audience styles.
- ❖ Create effective visual aids.

- ❖ Know how to use their voice and body to enhance their presentation.
- ❖ Able to handle questions from the audience confidently.

Who Must Attend.

Anyone required to make business presentations for both formal and informal situations.

Course Detail

- Module 1 : What Makes A Greater Presenter
 - Elements to consider in becoming a great presenter
- Module 2 : Steps In Preparing A Presentation
 - Being clear on the purpose and the specific objectives of your presentation
- Module 3 : Structuring Your Presentation
 - The 3 phases of a well organized presentation
- Module 4 : Understanding Your Audience
 - Get to know your audience so that you are able to cater to their needs
- Module 5 : Effective Visual Aids
 - Understand how to effectively use visual aids. Tips to maximize the effectiveness of your presentations
- Module 6 : Delegating Your Presentation Confidently
 - An outgoing approach will enhance your confidence and positively impact your audience
- Module 7 : Body Language
 - Understanding the relationship between facial expressions, walking patterns, gestures and eye contact when presenting
- Module 8 : Handling The Question & Answer
 - Encourage audience participation
- Module 9 : Preparation, Practice & Evaluation
 - Participants make various presentations and will be provided feedback for further improvements, if you ignore feedback, improvement will never happen.

Methodology

Interactive presentation, simulations, video-recorded individual presentations.

Course Leader

Mahadevi Batmanathan is a knowledgeable Soft Skills, English Language and Leadership & Development Trainer with a sound understanding of needed traits for workplace success. She has an extensive background in developing and facilitating training programs for employees using adult learning principles and interactive approach. In addition, she is well-versed with delivering presentations, giving assessments and identifying training needs. Overall, she has 17 years of experience in the training/teaching domain which includes her association with MNC's and educational institutions. Mahadevi was the in-house trainer for AIG(M) Sdn. Bhd, CSC(M) Sdn. Bhd, HSBC (M)Sdn. Bhd, ELS Language Centers(M) Sdn. Bhd,

Mantissa Institute and Olympia College. She is a certified Situational Leadership and Leadership & Development Trainer.

She has managed the entire training functions for the corporate sector including content development, mentoring trainers and creating leaders. She has been actively associated with people from various cultural backgrounds to bridge the areas in communication and comprehend the changing needs of an organization. She believes training should be engaging and fun. Her primary goal is to keep learning relevant to the learners needs. She has conducted various training programs and has been consistent in nurturing goals towards positive results.

Her areas of training expertise include the following:

- Leadership & Development (DDI Programs): Coaching for Peak Performance, Communicating for Leadership Success, Driving Change, Making High-Quality Decisions, Advanced Coaching, Taking the Heat.
- Situational Leadership for Leaders
- Management Skills for New Managers: Effective Communication, Motivation, Performance Management, Delegation for Growth & Development and Coaching for Performance
- Certified Intensive English Program (CIEP) for Elementary, Intermediate and Advanced levels
- English for Finance
- Business Communication
- Business Writing
- Soft Skills Programs: Writing Effective E-mails, Effective Telephone Techniques, Language Enhancement Program, Presentation Skills, Customer Service with Impact, Tele-Sales Skills
- MARA Higher Education Professional Development for English Teachers
- IELTS & TOEFL Preparation Classes

Corporate Training Clients:

- **Sunway Properties Sdn. Bhd.**- Business Communication
- **Sunway Lagoon Sdn. Bhd.**- Business Communication & Writing
- **Honda Malaysia**- Powerful Presentation Skills

- **INSTEP PETRONAS** (Terengganu)-Business Communication & Writing
- **FSTEP Bank Negara** (Kuala Lumpur)-English for Finance
- **WWRC Malaysia Sdn. Bhd.** (Shah Alam)- Communicative English Program
- **PJ Hilton**- Business Communication & Writing
- **University of Science and Technology, Suzhou, China**- Intensive English
- **Selangor Human Resource Development Centre (SHRDC)**-Intensive English
- **QI Services (M)**- Business Communication & Writing
- **Opcom Cables**- Communicative English
- **Sanden Air Conditioning Sdn. Bhd**- Business Writing

Course Fee

Request For Quotation For In-House Programme

Certificate

Upon successful completion of this program, you will receive a Certificate of Attendance.

Certificates are distributed on the final day of the program.

Payment mode:

Please make payment to:

IKLIM PRIMA SDN BHD
Company Registration No: 1021120-M
BANK: MAYBANK
BANK ACCOUNT NO: 5124 8244 0204

1. BANK IN CHEQUE

Bank in and then scan the Bank-in slip and email to us before the course commence to confirm your seat.

OR Courier your cheque payment to our Finance HQ.

*Note that we DO NOT take any payments during the event.

3. BANK IN CASH: You can also pay by cash through bank-in our company bank account.

4. Interbank Transfer- You can also opt to use GIRO transfer.