

HIGH IMPACT PRESENTATION SKILLS

Training Program

1 Day | Kuala Lumpur

**THIS IS A GOOD
COURSE FOR
BEGINNERS, PEOPLE
WHO HAVE DIFFICULTY
OR THOSE WHO LACKS
CONFIDENCE IN
PRESENTING.**

PROJECT MANAGEMENT MANAGER,
CEKAP TECHNICAL SERVICES

Program Overview

The High Impact Presentation Skills Training Program will teach you how to prepare quickly, learn and practice the best method for delivering your message, and maintain audience interest at all times. This is an essential skill that is needed to enhance your managerial skills, create customer satisfaction and develop team synergy.

It gives professionals the tools and confidence to design and deliver a clear and concise business presentation.

The presentation training course is a one-day course, however we will streamline the course to focus on the organization and planning of presentation, practice and provide feedback. If your company would like your participant's presentation to be videotaped, this can be incorporated with the help of the participants or a company assistant.

Who Should Attend?

- ▶ Oil & Gas Technical Professionals
- ▶ Any business, organization or individual who wants to improve on their presentation skills by presenting with confidence, presence and style.

Course Methodology

- ▶ Interactive Lecture
- ▶ Group Dynamics
- ▶ Hands-on Practical Exercises
- ▶ Videotaped Presentations
- ▶ Constructive Feedbacks
- ▶ Case Studies

Key Modules

- ▶ Capturing Attention
- ▶ Setting Goal & Objectives
- ▶ Setting Manageable Content Points
- ▶ Transitions, Summary, & Conclusions
- ▶ Tone, Handling Questions & Body Language
- ▶ Overcoming Nervousness

Learning Objectives

By the end of this module you should have an understanding of:

- ▶ The initial considerations when preparing a presentation
- ▶ The importance of planning a structure of a presentation
- ▶ How to develop and write a presentation
- ▶ To create a dynamic opening
- ▶ How to approach the development of visual aids
- ▶ The interpersonal skills required by effective presenters
- ▶ How to communicate to different audience needs
- ▶ Some common fears of presenters and how to overcome these
- ▶ Delivering team presentations
- ▶ How to use powerful body language

CAPTURING ATTENTION

- Defining your audience
- What can your audience do for you?
- Can there be two-way communication with an entire audience

SETTING GOAL & OBJECTIVES

- OSRAM – Objective, Speaker, Room, Audience, Massage

SETTING MANAGEABLE CONTENT POINTS

- Performing a needs analysis
- Writing the basic outline
- Researching, writing and editing

TRANSITIONS

- Presentation Visual Design Guide
- Mastering the PowerPoint Masters
- Put Some "Punch" into Your Presentations - Instantly!
- Will Technology Improve Your Presentations?
- Maximizing Your Productivity in PowerPoint
- What Are Your Visuals Saying About You?
- Choosing the Right Colours for Your Next Presentation

SUMMARY

- Highlighting or re-cap the points

CONCLUSIONS

- Secrets of A Dynamic Presenter
- Keys to Being a Unique and Memorable Presenter
- Delivery Skills: How to Project Confidence and Credibility Every Time!

tone

- Explore several techniques for adding vocal and visual variety to their presentation.

HANDLING QUESTIONS

- How to handle questions and awkward audience members.

BODY LANGUAGE

- Body language
- The signals you send to others
- It's not WHAT you say, it's HOW you say it

OVERCOMING NERVOUSNESS

- Preparing mentally
- Physical relaxation techniques
- Appearing confident in front of the crowd





MATHY RANDHAWA

Mathy Randhawa has been inclined to Human Resources trainings with various established organizations in Malaysia and overseas. She has vast experience in the training field and specializes in Soft skill-and HR related trainings. Currently, spoke on local radio station, Business FM on Key Traits To Break or Make A Leader. In addition, she writes articles on HR related matters.

Experienced HR Trainer has excellent presentation and training abilities and the understanding of how to identify corporate training needs. Excels at training program design and development of associated training materials. Has a Master's

Degree in Human Resources Management and ten years of experience working as a HR Trainer. Besides, holding an Honours Degree in Law, Mathy is also a certified Corporate Trainer by Deloitte United Kingdom and PSMB. She is a Law graduate from United Kingdom and has a certificate of Completion to the English Bar by Lincoln's Inn (UK). She has vast experience in the training field and specializes in Soft skill-and HR related trainings for more than 18 years.

She is an expert in conducting extensive presentations in Employment Act 1955 congruent to Termination Process. She has also acted as a consultant for few organizations on setting up of the Domestic Enquiry Panels and advising on Employment Act 1955. Mathy has established herself as a consultant and a facilitator in modern Business Writing, Technical Writing and Communication Skills.

Mathy has conducted training interventions in various industries; oil & gas, banking sector, hotels, small scale industries, minor & major manufacturing industries, government units, public sectors, colleges & other educational institutions. She brings to table a proven expertise in identifying training needs, designing training content, developing assessment and executing them.

As a result oriented Corporate Consultant, Mathy focuses in helping people dramatically to increase their image impact, visual presence, improve their business and social skills, maximize their communication skills and improve their levels of performance. Her experience in trainings allows her to infuse her natural enthusiasm and extensive practical experience with proven techniques to facilitate adult learning. She often focuses on the use of humour to facilitate change, which she believes lightens up the atmosphere and let people relax into learning. Her programs are noted for being, interactive, cerebral, energizing, and hands-on. She combines a practical facilitating style with a broad range of domain training experience, allied to her personal enthusiasm, to present dynamic and informative programs that participating audiences find easy to relate to.

TRAINER'S CLIENT

PETRONAS Group of Companies
Vietnam Oil & Gas Groups
SHELL Iraq
Iraq South Oil Company
Iraq Ministry of Oil
ORPIC Oman Oil & Gas
Titans Chemical

CCM
CADBURY Malaysia
Telekom Malaysia
Khazanah Nasional
Digi Telecommunication
INTEL Kulim
Iskandar Malaysia
SIME Logistics

GEMS
Standard Chartered Bank
The Star
Sunway College
Stamford College
Olympia College
University of Kathmandu, Nepal