PROFESSIONAL DEVELOPMENT TRAINING

3158 3955

REQUEST QUOTE

2.0 DAY COURSE

Presentation Skills Training (2 day)

Delivering a brilliant, memorable and interactive presentation requires a number of skills including effective planning, choosing the right delivery method(s), developing outstanding customized content, professional group facilitation, the efficient use of technology, effective communication skills and more.

The PD Training Presentation Skills Training Course provides you with this in-depth knowledge and skill building in the planning, preparation and delivery of truly engaging presentations. You'll learn how to use specific tools and techniques for presentation creation and delivery which will enable you to conduct powerful presentations that engage your audience every time.

As part of this professional development training event, you will have an opportunity to develop and present to your peers and receive feedback from the group.

This Presentation Skills Training training course can be delivered at your premises anywhere in Singapore by one of our expert local or international trainers.

Contact us today for a group quote.

What You'll Gain:

Being prepared to deliver a polished and convincing presentation keeps you calm and prepared for any audience at any given time. Develop and improve your public speaking skills and transform mundane and dry information into a lively, persuasive presentation. It doesn't matter what the subject is, Presentation skills training will help you convey your message with composure and power.

Good information, great ideas or the best proposal only gets you half way. To be a successful professional presenter means you need to be able to capture your audience and take them on your journey using effective presentations.

Positioning yourself and your ideas in a consistently positive and professional manner enables you to make a professional impression — the first time and every time. Raw information is logical but being logical does not capture anyone's attention for too long. Persuasive presentations start with raw information, then opinions are added and colored

with imagery and personality. The more of the mind you tickle, the more retention and motivation you reap.

This **Presentation Skills** Training Program will teach you how to prepare quickly, utilize the best method for delivering your message, and maintain audience interest at all times.

Outcomes

After completing this course participants will:

- Learn to design effective & engaging presentations
- Select the most suitable delivery method based on the audience, the environment & the message being delivered
- Master powerful & effective verbal & non-verbal communication techniques
- Gain insight into effective techniques for calming nerves
- Learn to create fantastic flip charts to support the key messages
- Create compelling PowerPoint presentations
- Learn Best practice whiteboard techniques
- Learn different tools to add diversity & interest to engage an audience
- Learn to pump it up a notch to deliver higher energy presentations
- Manage audience interactions, discussions and questions
- Use video and Audio to enhance your message

Modules

Lesson 1: Why present?

- Welcome
- The purpose of presenting
- My presentation style
- Module 1 Reflection

Lesson 2: Researching your topic and organising information

- Primary and secondary research
- Selecting content
- Giving form to your presentation
- Module 2 Reflection

Lesson 3: Writing your presentation

- Starting with an outline
- Which words to use
- Writing the introduction
- What to include in the body
- Writing the conclusion
- Editing

Lesson 4: Verbal and Non-Verbal Communication Skills

- Listening and hearing
- Asking and fielding questions
- Body language
- Module 4 Reflection

- Module 3 Reflection

Lesson 5: Overcoming Nervousness

- Preparing mentally
- Physical relaxation techniques
- Rehearsing your presentation
- Module 5 Reflection

Lesson 6: Using Visual Aids

- Fantastic flip charts
- Creating compelling PowerPoint presentations
- Vibrant video and amazing audio
- Module 6 Reflection

Lesson 7: Time to present

- Presentation - take 2
- Module 7 Reflection

Talk to our expert team

Phone: 3158 3955

Email: enquiries@pdtraining.com.sg