



SUCCESSFUL BUSINESS PRESENTATIONS

COURSE OVERVIEW

Hard work, good ideas and information are important for success, but, often we are also required to convince others to support or execute our ideas, through presentations. Experience shows that knowledge on the topic alone does not ensure that the audience gets our intent, or are moved to action. A good presentation is a balance of clear thinking and clear presentation.

Our three-day workshop is designed to help participants improve their ability to make presentations that are creative, dynamic, and highly impactful.

WHO SHOULD ATTEND

Executives whose roles require presentation skills.

SBL/ SBL-KHAS
claimable

For Further Enquiries, please contact:

Mr Thillai or Mr Jeremy Lai

PESDC Training Complex

Jalan Johan 2/2, Kaw Perindustrian Pengkalan 2
31550 Pusing, Perak

COURSE OUTLINE

Background

- Warm Ups
- Presentation formats
 - Business
 - Training
 - Management
 - Sales
- Qualities of great presenters

Strategy

- Understanding purpose and role in terms of audience and expectations
- Tailoring message to suit audience needs
- Planning research

Structure

- Organising information into meaningful messages
 - Building context-providing an outline or a road map
 - Organizing logical flow
 - Involving audience and interacting using stories, anecdotes, testimonials, analogies, demonstrations
 - Incorporating visual aids and props

Style

- Ways to gain and maintain attention
- Body language and voice modulation
- Raising and addressing questions

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TRAINER

En Mohd Radzi Haji Abu Suood is currently a Lecturer with the University Technology Petronas, Tronoh teaching Engineering Economics Entrepreneurship. He is also a part-time lecturer with UiTM teaching Management and Marketing Management, Open University Malaysia teaching Entrepreneurship, Professional Ethics & Penghantar Pemasaran.

As a trainer, En Radzi, well known as "Pangtujuh Delima Minda" gained his experience in giving motivation talks to several corporate agencies such as Telekom Malaysia Berhad, SMIDEC, ITP, MINA, Hualon Corp. Berhad, Melaka, UMNO Parliament & Bhg Bukit Gantang and many more.

COURSE FEE

RM555.00 per pax

(Inclusive of course materials, lunch and refreshment)

Certificate of Achievement will be awarded upon successful completion of the course.

COURSE DETAILS

Duration : 3 days (24 hours)

Date : flexible

Time : 9.00am to 5.00pm

Venue : PESDC Training Complex