



Asia Masters Center

Presentation Skills



Presentation Skills

Course Objective

Participants on Presentation Skills training course will be able to:

- Inspire confidence, trust and admiration when presenting in front of colleagues, customers and VIPs
- Understand listener's behavioural patterns and how to adapt to them
- Practice the most up-to-date presentation skills and be confident to use them in even the most stressful situations
- Use appropriate body language, voice and tone in order to create a positive and lasting first impression with every interaction
- Read the body language of your audience and adjust your delivery accordingly
- See conflict resolution as a challenge not a threat

Target Audience

- Anyone wanting to hone their presentation skills and develop their image
- Anyone seeking career advancement into the top echelons of leadership
- Anyone who would like to improve ability to present to groups
- Anyone who need to influence others, either socially or commercially

- Professionals who has to achieve a successful outcome from any meeting

➔ Course Outline

Day 1

- Getting Started – Building Your and Their Confidence
- Making a powerful and lasting first impression
- The art of building your own confidence
- Step into another person’s shoes to appreciate their motivation
- Read body language to understand how others are thinking and responding
- Make an Ice-Breaker presentation
- Giving and taking constructive Feedback

Day 2

- Creating the Right Message
- Planning for the perfect presentation
- Audience focused SMART objectives
- Researching the audience and setting time related objectives
- Venue considerations and why they are so important
- Researching presentations
- Creating a ‘map’ for your audience
- Harnessing nerves in a creative way
- Key messages and clear structure

Day 3

- Using Powerful Language to Persuade
- What is NLP – A basic introduction
- Establishing Rapport
- Powerful listening and questioning techniques



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- Thinking patterns
- The use of Metaphors and Humour
- Communicating to persuade
- Using power language to convince others
- Communication exercises

Day 4

- The Art and Science of Performance
- The importance of good eye contact in presenting
- Body language and assertiveness
- Stance and Alexander Technique
- The non-verbal impact of presentations
- Using the body to create impact
- The vocal skills of top presenters
- Increased emphasis, tonality and tonal marking
- The differing skills for small or platform presentations

Day 5

- Polishing Your Performance
- Visual aids, what are they and how they should be used
- Content and the message the audience receives
- How to influence an audience and handle questions with ease
- Putting it all together for balanced presentations
- The final presentations
- The XYZ of presenting
- Action planning

➤ **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

➔ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.



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Price (USD)

Communicate with the training department
to know the participation fees

➤ **There are offers and discounts for groups**

The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

Bank account number: 80-0733590-5

Swift code: CIBBMYKL

IBAN: Null