

“Transform yourself from an inexperienced speaker into a skilled presenter”

At this two-day programme, you'll learn how to present your ideas with conviction, control, and poise – without fear; how to handle challenging situations; how to become comfortable with your own presentation style, and how to use powerful tools and techniques to turn every speech or presentation from an agonising experience into a rewarding one. Most importantly, you'll learn how to present by presenting.

You'll be video-recorded in action as you address your colleagues and you'll receive a constructive critique of each presentation, so you'll have the chance to improve and refine your technique with each performance.

Objectives

- Finesse your oral communication and make it work to your advantage
- Evaluate your strengths and weaknesses as a presenter
- Organise your presentation for persuasiveness
- Assess and adjust your presentation to meet your audience's needs
- Maintain a level of excitement that keeps your audience hanging on to your every word
- Use gestures, facial expressions and posture to emphasise your point
- Design visual aids that add impact to your overall presentation effectiveness
- Control the Question & Answer period and turn even hostile questions to your advantage

Key Topics

Reviewing the Communication Concepts

- Characteristics of presentational communication
- Seeing and hearing yourself
- Improving the way you present yourself
- Controlling nervousness

How to be Effective with Any Group Size

- Handling impromptu speaking situations
- Answering questions from the audience
- Caring and giving them all you've got

Preparing the Complete Presentation

- Developing a persuasive presentation
- Using your initial statements to establish rapport
- Focusing your attention on the central issue
- Building proof for your ideas

Preparing the Final Presentation

- Thorough preparation prevents disaster
- Designing effective visuals that add impact
- Practising your full presentation
- Group critique and feedback

Delivering the Complete Presentation

- The opening, body and close
- How to use self-designed visuals
- Fielding questions from the floor
- Handling difficult situations tactfully

How to Convince and Persuade

- Using facts, statistics and evidence
- Elements of persuasive presentations
- Humour, originality and showmanship
- Involving the audience



We provide services in **Communication & Influencing** and other areas of training and development.

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