

# **Delivering Powerful and Effective Presentation**

## **By Francis Ho**

### **BACKGROUND**

A great presentation does not just happen. It is planned, rehearsed then delivered with flair. A good presenter is one who learns the skills of presentations – not one who hopes for talent to carry them. Public speaking is a set of skills not a talent. You can be a good presenter if you learn the skills for presentation success. In this course, participants will master the skills and build the confidence that will make them a better speaker and presenter.

### **COURSE OVERVIEW**

1. Getting started: 9 Presentation Sins
  - How many can you relate to?
  - How you can avoid them?
2. Key fundamentals about Presentation
  - Human Insight #1: How people learn.
  - Human Insight #2: How we retain information
  - The Communication Model
  - The 3 Vs
3. Controlling your jitters
  - Root cause of fear of public speaking.
  - Techniques to overcome nervousness and fear
4. Planning your Presentation
  - Finding an Opening
    - How to use an effective opening (or your audience will tune out from the start)
    - Relate opening to the central theme.
    - Keep opening brief but impactful
    - Elements of an effective opening
    - Types of openings
  - Structuring the Body
    - The Central theme
    - Purpose of the presentation
    - Maintaining the flow
    - Keeping the logic
    - Making it relevant for the audience
    - The 3 Ts

- Powerful Close
  - How to close off with a powerful ending
  - Types of closing and the effects
- 5. Factors of the Presenter
  - Voice factor
  - Making sure you are sending out the right message through your body language
  - Techniques to create a professional presence.
- 6. Using energy level to control the presentation
  - How to use energy to develop enthusiasm in your audience
  - How to use vocal skills to add energy.
  - How to use body language to add energy
- 7. Engaging your audience
  - Building rapport with the audience
  - Maintaining dialogue with audience
  - Engagement through the 5 senses
- 8. Using visual aids to create impact and attention
  - Key points about using PowerPoint
  - 13 PowerPoint sins you must avoid
- 9. Adding punch to your presentation
  - How to improve your presentation from a 2D script to a 3D dimension.
  - An invaluable list of tools to inject fun, humor, interest, participation and diversion to bring your presentation to life, and to keep your audience attentive and enjoy themselves.
- 10. The importance difference between jokes and humor and when to use them
- 11. The power of the Pause and when to use it
- 12. Your Presentation
  - To reinforce the learning points, participants will prepare and present a short presentation which will be recorded for review by the participants. Participants will also evaluate each other and provide constructive feedback

## **LEARNING OBJECTIVES**

At the end of the course, participants will be able to acquire skill sets to:-

- Plan and prepare presentation
- Gain rapport with your audience
- Recognise how visual aids can create impact and attention
- Create a professional presence
- Deliver with skills and confidence

# **BUSINESS FUTURE** **C O N S U L T I N G**

## **LEARNING METHODOLOGY**

A balanced use of mini lectures, practices and peer learning are used to assist participants to sharpen their presentation effectiveness. Practices and role plays would be emphasised.

## **TARGET AUDIENCE**

Suitable for anyone requires to make impactful presentations in the course of work.

## **INCOMPANY COURSE DETAILS**

Course Duration – 2 days

Time – 9 am to 5 pm

Venue – Either held at client's premises or any other venue proposed by client

Any further enquiries, please contact us at  
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