

INTRODUCTION

Although the advances of technology have both complicated and simplified the task of the presentation, you must still remember that great speakers are "made, not born." Learning to be a better presenter is similar to learning any activity. Before becoming comfortable as a presenter you need to learn the skills and then actively seek to keep practicing those skills. Even though it may be intimidating and frustrating at first, the more experience you gain, the more proficient and professional you will become. This course provides the tips and tools you will need to deliver clear, confident, and effective presentations to any size group.

LEARNING OBJECTIVES

On completing this program, participants will:

- Acquire the skills and confidence needed to make them competent and confidence presenters
- Use resources and presentation materials effectively
- Organize Thoughts and Data for Maximum Impact
- Handle unexpected situations that may arise during their presentation

Methodology:

- Accelerated Training Approach- *Learning Design Re-patterning*
- Problem Based Learning
- Role-Play and Activity
- Case Scenario Analysis

COURSE OUTLINE

| UNDERSTANDING PRESENTATIONS | PLANNING YOUR PRESENTATION | |
|---|--|--|
| <ul style="list-style-type: none"> • Insights to presentation • Modeling great presenters • Evaluate Yourself • Present Presentation Skills Self-Evaluation • Pre-Video Recording | <ul style="list-style-type: none"> • Content Development and Guidelines • Using Visuals • Types of Charts and Graphs • Using Color • Developing Titles • Tips for Planning Successful Slides and Visual Aids • Understanding your Audience • Practicing Your Presentation for Impact | |
| CONDITIONING YOUR MIND & BODY | DELIVERING WITH MAXIMUM IMPACT | |
| <ul style="list-style-type: none"> • Dealing With Emotions • Tips for Reducing Anxiety • Strategies to gain confidence • Personal and Social Persona | <ul style="list-style-type: none"> • Controlling the Presentation Environment • Analyzing Your Audience Behaviour –V.A.K • Ice-Breaking Strategies • Tone and Pitch • Putting Energy to Work • Engaging your Audience • Getting Your Audience to Act | <ul style="list-style-type: none"> • Getting The Message Across • Using Metaphors • Maintaining Composure • Question and Answer Techniques • Dealing with Hostile Questions • NLP Strategies • Successful Impromptu Speaking • Post-Video Recording |

Presentation Skills By Praga



Decide with Confidence

ABOUT THE TRAINER – MR PRAGA

Praga is a highly interactive and innovative trainer, whose work is mainly based on research and applied knowledge from extensive experiences in benchmarking organizations best practices. His training uniqueness comes from his Accelerated Training Approach which is built on Learning Design Re-patterning Model™ known by many to be entertaining, refreshing, yet filled with success formulas.

Praga is the co-founder of Accelerated Training Approach built on Learning Design Re-Patterning™ Model and a Fellow Member with the Institute of Therapies Management (London).

He holds a Degree in Business and several Diplomas in Psychology and Psychotherapy and a Masters in HRM & Organizational Psychology. He's also a:

- Certified Master Trainer in Psychotherapy
- Certified ATA Master Trainer
- Certified Psychometric Profiling Trainer
- Certified Trainer in Applied Counselling
- Certified Stress Management Trainer
- Certified NLP Master Practitioner
- Certified Master Life Coach
- Certified Behavior Management Specialist.

Praga is the only Singaporean to be certified as a Master Trainer with the Institute Therapist Management of London researching on Human Behavior. Praga travels extensively while working with many supporting partners globally. His expertise in training management are vast and some to name were in developing organizational framework, managing training initiatives, product/course development and customization, training facilitation and conducting needs analysis. teambuilding, among others. She has also worked with the Workforce Development Agency of Singapore to develop training content for the Employability Skills System.

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Date: 25th May 2010, 9am – 5pm
Venue: Amara Hotel Singapore

Fee: [] S\$395 for D&B Subscriber [] S\$480 for Non-subscriber
(Includes materials, refreshments and lunch)

**EARLY BIRD – Fax in your registration before 25th April to receive a 10% off regular fee
Or, GROUP SAVINGS – Send 2 or more participants to enjoy a 10% off regular fee**

Fax the completed registration form to 6778 3853

Participant(s) Information

Name 1: _____ **Job Title:** _____
Email: _____ **(DID):** _____
Name 2: _____ **Job Title:** _____
Email: _____ **(DID):** _____
Name 3: _____ **Job Title:** _____
Email: _____ **(DID):** _____

Company's Information

Name of Company: _____
Address: _____ **(Postal Code)** _____
Telephone: _____ **Fax:** _____
Liaison Officer: _____ **Job Title:** _____
Email: _____ **(DID):** _____

Payment Information

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Cancellation Policies

1. A seat will be reserved upon receipt of completed registration form, and confirmation of seat upon payment received
2. A substitute participant is welcome at no charge should you not be able to attend. Please provide the necessary details. Only cancellation made 14 working days before commencement is entitled to full refund of seminar charges. No refund thereafter including no show during day of commencement. A complete set of materials will however be sent to you.
3. D&B reserves the right to postpone or cancel the seminar for reasons whatsoever. In such a case, D&B will provide a full refund to registrants who have made payment towards the event and such registrants shall have no claims against the company
4. D&B reserves the right to change venue due to unforeseen circumstances.