

# HIGH IMPACT PRESENTATION SKILL

Who Should Attend: All levels

## OVERVIEW

This course will enable you to prepare and deliver powerful presentations that will increase your professionalism and effectiveness. You will learn practical tips and techniques for planning your key messages, structuring your delivery and creating an interesting and entertaining presentation. This is a highly practical course where participants are required to give multiple presentations to the group.

## METHODOLOGY

Lecture, Role Play, Management Games, Case Studies, Group Discussions and Presentation.



Standard+Training+Consultancy

**SHAH ALAM  
SELANGOR**

## OBJECTIVES

Upon course completion, participants will be able to:

- Identify different types of presentations
- Describe key factors for powerful presentations
- Plan a presentation
- Demonstrate effective presentation skills
- Demonstrate strategies to involve your audience
- Show confidence when presenting
- Describe when and how to use visual aid

### REGISTRATION

[www.sirimsts.my](http://www.sirimsts.my)



(03) 5544 6312

(03) 5544 6363



[sakinah@sirim.my](mailto:sakinah@sirim.my)

[masayu@sirim.my](mailto:masayu@sirim.my)

### FEES

**RM1500/ PAX**

(Discount: 3 or 4 pax - 5% /  
5 pax and above - 10%)



**REGISTER  
NOW!**

# UNDERSTANDING YOURSELF & ADULT LEARNING

## Understanding How Adults Process Information

- Beliefs, assumptions and expectations about the role of the presenter
- Factors that can boost audience retention of information from the typical 10% to the wishful 90% by simply shifting the focus of the presentation
- Preparing the audience for a new and unique experience
- The power of "suggestion"

## Brain-Compatible Presenting Techniques

- Brain facts
- How to present information to both sides of the brain
- Brain energizers

## Different Learning Styles and How to Accommodate Them

- The different needs of visual, auditory and kinesthetic learners
- Training strategies for each type
- How to reach all learning modes simultaneously

## Engagement Strategies

- Developing proficient facilitation skills as a crucial component of successful presenting
- Keeping your audience alert, engaged, open and relaxed
- Using rapport-building techniques with success
- Introducing physical and mental energizers
- Facilitating practical and relevant partner/group activities

## TECHNIQUES & APPROACHES

### Opening and Closing a Presentation

- How to build "instant" rapport with the audience, melt resistance, and get buy-in from the beginning
- Using reflection exercises to create "ownership" of the information presented
- Setting ground rules and why they are especially important in participative presenting
- How to close a presentation on a high note and drive home the point for lasting effect

### Presenting Information for Optimum Comprehension and Recall

- Why "data dumping" is severely counter-productive
- What to do when there's not enough time to deliver the presentation
- 5 powerful ways to build audience recall
- How to revisit content in multiple ways and why it's so important
- Questions - how they can be used to "hook" the mind
- Various techniques to reinforce memorization and "lock in" new content
- "Signal phrases" and how to use them
- 3 step power formula for providing a global understanding of the material presented
- How to "chunk" information to peak learning
- A power formula for reviewing content after the presentation
- How peripherals can significantly increase retention of information
- HOT Tips that'll make you "think" about and re-evaluate how presentations are designed and delivered

### Combining Media to Make an Impact

- Avoiding the "death by power point" syndrome. Use simple methods to create compelling visuals - what to include and what to leave out
- Do's and don'ts of PowerPoint
- Using brain-compatible flip-chart techniques

- Engaging the image-brain for rapid memorization

## Listening Skills and How to Field Questions

- Encouraging "active listening" throughout the group
- Avoiding 3 common mistakes when responding to questions
- Re-directing questions to tap the knowledge of the group
- Knowing how to ask questions that do not put participants on the spot
- Ensuring equal "air-time" for everyone in the room

## Managing the Group

- Understanding how "state" affects participants and how to use it to your advantage
- Directing the group's focus
- Giving directions appropriately and effectively
- Handling "difficult" participants with ease
- Managing groups of different sizes

## PRESENTATION & PRACTICAL SESSION

### THE PRESENTER

#### Physical Presentation Skills-Voice, Posture, Gestures & Movement

- How to use your voice for maximum impact
- The power of the pause
- How to achieve an even "pace"
- How to use tone and inflection to convey your message
- Why varying your volume can make a difference
- Posture, Gestures & Movement
- How to ensure that your body language is congruent with your message
- How to avoid annoying gestures that detract from your message

#### How to Present With Confidence

- Why participant-centered presenting takes the pressure off the presenter to "perform"
- 3 powerful exercises that quickly release tension, refocus the mind, and build confidence and poise

#### Humor, Creativity and Finding Your Own Unique Presenting "Style"

- Include humor and creative aspects in your presentation without going "over the top"
- How to find your "unique style"

### THE PREPARATION AND DESIGN

#### Presentation Design Strategies & Tools

- How to create "interactive" handouts
- How to organize and sequence content in a logical, brain-friendly fashion
- Content versus Process
- A handy Presentation Design check list
- A handy Presentation Design reference guide

#### Creating an Optimum Presentation Environment (no matter where you present!)

- Elements of a positive, stimulating presentation environment
- 4 important factors for choosing a room, and what to do when you have no choice
- The real purpose of props and paraphernalia
- A handy "Setting the Stage" check list



## MANAGEMENT AND SOFT SKILLS TRAINING HIGH IMPACT PRESENTATION SKILLS

Training Date: \_\_\_ / \_\_\_ / 20\_\_\_

Shah Alam, Selangor

### REGISTRATION FORM

Contact Person			
Company Name			
Company Registration No.			
Address			
E-mail			
Contact No.	HP:	Office:	Fax:

**Please tick  for organisation type:**

Local company	Individual	SME	MNC
Organisation/ Association	Company registered under state agency	Government	Others (organisation / societies / international)
GLC	Foreign company	Koperasi	Professional & technical services

**Please tick  to indicate the nature of your business :**

Aerospace	Agricultural	Automotive	Building/Construction	Chemical	Communication
Defence	Distribution	Education and Industrial Training Services	Electrical and Electronics	Environment	Financial/Banking
Food and Beverages	Green Technology	Health Related & Social Services	Tourism & Related Travel	Information Technology	Machinery and Equipment
Medical Devices	Nuclear Fuel Industry	Oil and Gas	Plastics and Rubber Products	Pharmaceuticals	Power Plant Industry
Publishing/Broadcast	Research and Development	Shipbuilding	Textile/Clothing	Timber And Wood	Transport
Water Supply Industry	Others (Please specify):				

#### PARTICIPANT

No.	Name	Position	Email	Mobile No.
1.				
2.				
3.				
4.				
5.				

Signature : .....

Date : .....

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**Contact us :**

(03) 5544 6312 (Sakinah)  
sakinah@sirim.my

(03) 5544 6363 (Masayu)  
masayu@sirim.my

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Stamp :



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