

Effective Presentation Skills

RM1500 ~ Crystal Crown Hotel, Petaling Jaya



Course Overview

Today presentation skills are required in every field. Whether you are an executive or the Chairman of a big organization, you will have to make a presentation at one time or the other.

The term 'presentation' is capable of giving butterflies-in-the-stomach even to veteran managers because while making a presentation you are exposed to your audience's judgment not only on the subject of your presentation, but also the style and method of your delivery.

This training will help your employees effectively communicate their ideas to each other and to your clients by providing them with the right skills that can make a great difference in their presentation effectiveness

Course Objectives

- To impart skills for effective presentation.
- To develop skills appropriate for the different role of presenter / speaker.
- To assist presenter / speaker in acquiring more effective methods & techniques during presentation.
- To train up more presenter / speaker.

Course Content

PRINCIPLES OF PRESENTATION

- Speaker Principles
- Presentation Principles

LOCATION OF PRESENTATION

- Consideration of Location

PRESENTATION OBJECTIVE

- 5W 1H

SESSION PLAN

- Introduction
- Preparation of Session Plan

METHODS OF PRESENTATION

- Various Methods in Presentation

HOW TO BECOME A GOOD PRESENTER / SPEAKER

- Characteristics of Good Presenter / Speaker

DIFFICULT SITUATION & NERVES

- Dealing with Difficult Situation
- Tips to Overcome Nervousness

MOTIVATION & ATTENTION

- Practice of Motivation & Getting Attention

PRESENTATION COMPETITION

- Assessment and feedback

Trainer Profile

Mathy Randhawa is a certified Corporate Trainer by Deloitte United Kingdom with more than 10 years of work experience. She is a Law graduate from United Kingdom and has a certificate of Completion To The Bar by Lincoln's Inn (UK).

Mathy has conducted training interventions in various industries; hotels, small scale industries, minor & major manufacturing industries, government units, public sectors, colleges & other educational institutions. She brings to table a proven expertise in identifying training needs, designing training content, developing assessment centers and executing them.

To compliment the above, Mathy has an extensive experience in customer service, recruitment, training and development of the workforce. Her clients including Cadbury Malaysia, Intel Kulim, Telekom Malaysia, Sime Logistic International, Puteri Pan Pacific Hotel, Mutiara Hotel, Iskandar Malaysia in collaboration with UTM, Khazanah Nasional Berhad, Sunway College, Olympia College and Stamford College.

As a result oriented Corporate Trainer, Mathy focuses in helping people dramatically increase their image impact, visual presence, improve their business and social skills, maximize their communication skills and improve their levels of performance.

She have been in this field for almost 15 years and very well versed with labour laws and other aspects of Human Resources and Customer Relations. Experience in tailoring and customizing modules for corporate training. Modules organized will be based on four aspects of communication example speaking, listening, reading and writing.

For Whom

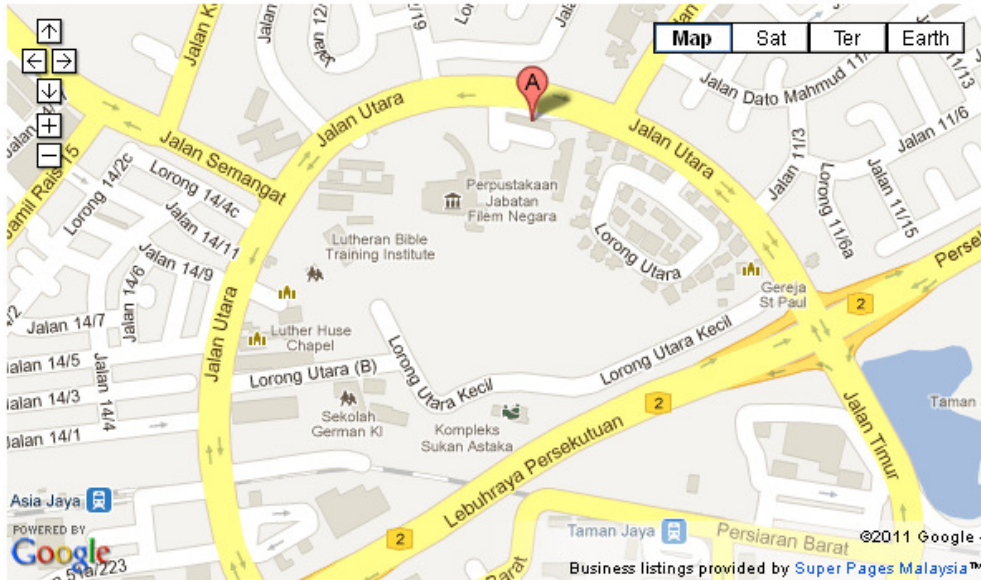
This course is special designed for supervisors, managers, executives and engineers

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Location Map



Date

28 & 29 February 2012
23 & 24 May 2012

Time

9.00 am – 5.00 pm

Crystal Crown Hotel, Petaling Jaya

12, Lorong Utara A, Off Jalan Utara,
46200 Petaling Jaya, Selangor,
Malaysia.
Tel : 03-7958 4422
Fax : 03-7958 7223

Course Fee

RM 1500 per person

Course Fee includes Lunch, Tea-Breaks, Course Notes and Certificate of Completion

Early Bird and Group Discount

Register at least 2 weeks before the training and enjoy a discounted fee of RM1,400.

Group of 3 or more participants from the same company will enjoy a 5% discount on the applicable fee

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REGISTRATION FORM *Please (/) your preferred date*

22 & 23 February 2012 15 & 16 May 2012

Billing Details

Company Name : _____

Contact Person (Mr / Mrs / Ms) : _____

Designation : _____

Tel : _____ Fax : _____

Email : _____

Company Stamp:

Authorised Signature :

PARTICIPANT(S) DETAILS

Participant 1

Name (IC No) : _____

Designation : _____

Email : _____

Contact No : _____

Participant 2

Name (IC No) : _____

Designation : _____

Email : _____

Contact No : _____

Participant 3

Name (IC No) : _____

Designation : _____

Email : _____

Contact No : _____

Method of Payment

Kindly select the method of payment on the following:

() Pay the 1 week before the training

() By bank transaction

() By courier / by post

() Pay during the training

Bank Draft/Cheque No

RM

ADMINISTRATIVE DETAILS

CONTACT PERSON

Ms YY Lee / Mrs Nor Aini Bahrom
Tel: 03-6241 5211 / 016-226 4799 /
012-278 666
Fax: 03-6259 5455
Email: yylee@cammgnt.com /
admin@cammgnt.com

ADDRESS

CAMBRIDGE MANAGEMENT SDN BHD
No. 33-3A-1 Jalan Metro Perdana Barat 1,
Taman Usahawan Kepong Utara, 52100
Kuala Lumpur

COURSE FEE

Normal fee – RM1500
Group Discount – 5% (3 or more participants
from the same company)

REGISTRATION

Complete the Registration Form
and fax or email for reservation. All
registrations will be confirmed **ONE WEEK**
before the commencement of the course.

PAYMENT

Payment of fee must be made **PRIOR** to
commencement of the programme.

Crossed cheques should be made payable to
“**CAMBRIDGE MANAGEMENT SDN
BHD**” or bank-in payment to **Maybank
Account No. 5-12389-117631**.

Please fax the bank-in slip with your
company's name to 603-6259 5455 as proof
of payment.

CANCELLATION

Once a registration is confirmed, no
cancellation will be allowed. If the registered
delegate is unable to attend, a substitute is
allowed and please inform us in writing via fax
or email. Confirmed delegate who failed to
attend and last minute cancellation is liable for
the entire fee of the training.

CONFIRMATION

You will receive an invoice indicating course
fee and seminar date. Check it for accuracy.

DISCLAIMER

CAMBRIDGE MANAGEMENT reserves the
right to change the speaker, date and to
cancel the programme should circumstances
beyond the company control arise. CAMBRIDGE MANAGEMENT also reserves
the right to make alternative arrangements
without prior notice should it be necessary to
do so.

**“ALL TRAININGS ARE 100%
HRDF CLAIMABLE UNDER
SBL SCHEME”**

() HRDF-SBL claimable

Application is subject to PSMB approval. You may submit the application with this
brochure, together with the programme agenda and speaker's profile which we will
provide to you upon request once you have registered.