

Effective Presentation Skills

2 Day ONLINE LEARNING (14 Hours)

Overview

Presentations are a vital part of the business world. They are used to demonstrate, inform, and persuade viewers. Many times when we are given the task of presenting to a crowd we can lose sight of the objective because of the stress involved in developing the **presentation**.

This course is designed for those **giving presentations with PowerPoint** but who have been primarily limited to text slides, bullet points or clip art.

The course demonstrates how Microsoft PowerPoint can be used to produce slides with powerful visual impact. The course also covers how to remain centre stage when delivering presentations to create real impact with the audience.

Who should attend

All levels of staff.

Course Objectives

At the program's conclusion, participants will understand what makes a high-impact presentation and will have practiced and been critiqued on new skills learned.

1. Apply the guidelines for **effective presentation** and **audience engagement** relating to the specific parts of a presentation (intro, body, conclusion)
2. Apply **techniques/guidelines** effectively for different types of presentations

Learning Methodology

R-I-B Coaching framework

Hands-on & coaching methodology would be used to ensure each individual participant benefit from the training. R-I-B coaching framework:

- Reinforce what was done well
- Improve on identified areas
- Benchmark for the next presenter

benefits both the individual presenter as well as peers as the whole class learn through active participation of hands-on presenting, evaluating, observing and benchmarking.

Duration

14 hours

COURSE OUTLINE – DAY ONE

Time	Topic	Sub-topic	Duration	Methodology
9.00am	Press the Panic button	Introduction Ice breaker Address fear factor and apprehension	75 min	Lecture Role play scenarios
10.15am	Tea break		15 min	
10.30am	Let's put our heads together	Audience analysis Purpose of presentations	60 min	Lecture Hands-on application (Activity worksheet)
11.30am	Mind mapping	Notion of Content logical flow Opening, Body & Close Supporting materials	60 min	Lecture Hands-on application (Round Robin)
12.30pm	Lunch		60 min	
1.30pm		Preparing the presentation	60 min	Lecture Hands-on application (Laptop/PC)
	Hands on			
2.30pm		Create impact in presentation	60 min	Lecture Hands-on application (Laptop/PC)
3.30pm	Tea break		15 min	
3.45pm	Vital Signs	Getting ready to present Tips and tricks of public speaking	75 min	R-I-B Coaching Hands-on application (Individual)
5.00pm	End of Course Day One			

COURSE OUTLINE – DAY TWO

Time	Topic	Sub-topic	Duration	Methodology
9.00am		Recap day 1	30 min	Impromptu speech
9.30am	Table Topics	Round table public speaking Peer Evaluation	45 min	R-I-B Coaching Individual hands-on application
10.15am	Tea break		15 min	
10.30am	Table Topics	Round table public speaking Peer Evaluation	30 min	R-I-B Coaching Individual hands-on application
11.00am	Secret of persuasion	Getting attention Tips for persuasion	90 min	Lecture Individual hands-on application Role-play
12.30pm	Lunch		60 min	
1.30pm	Final presentation	Reading behavioral clusters Handling difficult audiences Heats	30 min 90 min	Role-play R-I-B Coaching Peer Evaluation
3.30pm	Tea break		15 min	
3.45pm	Final presentation (continued)	Finals	60 min	Final Evaluation
5.00pm			15 min	Judges Feedback
5.15pm	Personal Action Plan Course Evaluation End of Course Day Two			

TRAINER'S PROFILE

K. RAVINTHER



CEO & Training Consultant, ASK EDUCATION & TRAINING SDN BHD
B. Economics (Hons), Master of Management (Distinction),
International Master SME (Distinction), University of Malaya,
M.M.I.M., Certified Training Professional (CTP).
Certified Coaching and Mentoring Professional (CCMP)
Certified Practitioner of Neuro-Linguistic Programming (NLP)
Certified Practitioner of Time Line Therapy™
National Specialist Entrepreneurship Mentor for Human Resources

Development, Malaysia

HIGHLIGHTS

- Senior Consultant at ITD World: The Global Leadership Development Expert.
- Learning Facilitator at Malaysian Institute of Management (MIM).
- Held key leadership position at Public Bank and Panasonic, a global Japanese corporation with over 28 years of experience.
- Extensive experience in the field of entrepreneurship, sales management, customer relations, leadership, training, team building and human resource management.
- Certified Training Professional (CTP) jointly awarded by ITD World and ARTDO International, recognized globally (CTP2016/06/13/02)
- Certified Coaching and Mentoring Professional (CCMP) which is approved by the International Coach Federation (ICF), the world's most recognized professional coaching body (2017/CCMPKL/0156)
- Certified Trainer for Human Resource Development Council (PSMB), Malaysia (EMP/0758)
- Certified Practitioner of Neuro Linguistic Programming (NLP), recognised by the American Board of Neuro Linguistic Programming (ABNLP) (1.03.2020)
- Certified Practitioner Time Line Therapy® Techniques, recognised by The Time Line Therapy® Association (1.03.2020)
- Certified international trainer and consultant for ITD World's Leadership Development Programs.
- National Specialist Entrepreneurship Mentor for HRDF, trained at Entrepreneurship Institute of India (EDII), Ahmedabad, Gujarat, India.
- Member of Malaysian Institute of Management (OM017000)
- Industrial Speaker & Facilitator at University of Malaya
- Industrial Speaker & Facilitator at Universiti Tunku Abdul Rahman
- Partner of University of Malaya Centre for Continuing Education (UMCCED)

AREAS OF EXPERTISE

Sales Leadership Excellence
Channel Sales Management
Retail Sales Management

Personal Excellence & The Success Principles
Training & HR Development
Facilitation Skills

Key Account Management

Organizational Development

High Impact Presentation Skills Customer Service and Relationship Management

Influencing Skills Effective Communication skills

Negotiation Skills Academia-Industry Collaboration

BIOGRAPHY

K. Ravinther is the Principal Consultant at ASK EDUCATION & TRAINING SDN BHD and Senior Consultant at ITD World, a Global Leadership Development Expert. He holds a Bachelor of Economics (honours) degree, Master of Management (distinctions) degree and International Masters of Small-medium Enterprise (distinctions) from the top university in Malaysia (University of Malaya). He gained wide exposure at the University of Melbourne and gained valuable practical management experience at Kraft Australia. He has vast cross-cultural experience across more than 33 countries in the world.

He has over 28 years of corporate experience, a major part being in Channel Sales Management. He started his career in Human Resources in Public Bank Group and later developed his sales skills in Panasonic Malaysia, managing a sales team covering Pan-Malaysia. Later, he moved into a new business venture and began working as a training consultant in area of Sales Training and Customer Relations consultation.

His practical experiences are in the area of sales strategy implementation and human resources development. Having mastered Matsushita Management philosophy and business principles from various on the job training, functional responsibilities and Overseas Training combined with his direct experience leading and managing sales team and dealers' network, he is an excellent trainer on Konosuke Matsushita philosophy of business and result orientated team work.

He is passionate about an academia-industry relationship. Since 2009, he has helped organizations to form successful collaboration between industry and academia world. This collaboration is to share responsibility with academic world in the development of the workforce skill, attributes and competences that industry regularly seek in graduates and involves universities and corporate companies. He is a specialist in forming sales academies, which caters for soft skills development, orientation, career counselling, career guidance, seasonal working, internship, work shadowing and work placement.

He regularly conducts personal success workshops and seminars on leadership, team building, professional selling skills, channel sales management, motivation, presentation skills and customer service. Specifically, he has conducted customized training for Panasonic Malaysia, Celcom Axiata Berhad, Maxis Communication, Zuellig Pharma, DiGi Communication, Pelangi Publication, Allianz Life Insurance, Air Asia Academy, ASTRO, HLG Capital, Motorola, SC Johnson, Fonterra, Dutch Lady, Continental Tyres, Swisslog, UniAsia General Insurance, Intel, TM Point, Inno Biologics SdnBhd, Tamico Bell Holdings, Delta Business Solutions, Maybank, Malaysian Government Agencies (Education Ministry, Housing Ministry and Local Government), Crystal Group (Vietnam), Tal Apparel (Vietnam), AES (Vietnam), Connell Brothers (Vietnam), Intel (Vietnam), Nestle (Vietnam), Renesas (Vietnam) and many more.

In the course of his work, he also mentors and coaches' individuals to reflect on their business and life, validate and define their objectives through to realization. He specialises in the area of retail and wholesale, telecommunication, pharmaceutical and publications. Since 2004, he has groomed individuals in the area of planning, budgeting, sales administration, department administration, strategy implementation, business development, sales campaigns, public relations, presentation skills, industry-academia collaboration and human resources development.

Ravinther has a commitment to touch, enrich, and transform the work culture and perspectives of leaders in organizations as he firmly believes that these individuals need to take control of their lives and work to be truly happy and productive.