



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 speaker is similar to learning any activity. Before becoming comfortable as a speaker 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

Upon completion of the course, you will:

- Acquire the skills and confidence needed to make them competent and confidence presenters
- Organise presentation and plan audience interaction
- Use body language, visual aids and voice to complement the presentation
- Present information and ideas with clarity and impact
- Handle unexpected situations that may arise during their presentation

COURSE OUTLINE

Understanding Presentations

- Insights to presentation
- Modeling great presenters
- Evaluate Yourself
- Present Presentation Skills Self-Evaluation
- *Pre-Video Recording*

Conditioning your Mind and Body

- Dealing With Emotions
- Tips for Reducing Anxiety
- Strategies to gain confidence
- Personal and Social Persona

Planning Your Presentation

- 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

Delivering with maximum impact

- Controlling the Presentation Environment
 - Analyzing Your Audience Behaviour –V.A.K
 - Tone and Pitch
 - Putting Energy to Work
 - Engaging your Audience
 - Loops & Nested Loops
 - Using Metaphors
 - Maintaining Composure
 - Question and Answer Techniques
 - Dealing with Hostile Questions
 - NLP Strategies
 - Successful Impromptu Speaking
 - *Post-Video Recording*
- Reflection – Application - Conclusion

Presentation Skills

By Praga



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 TM 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 Behaviour 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 and with Centre of Behavioral Science. Adding to his credentials, his dynamic and refreshing approach is supported by his vast experiences in the corporation paradigm.

In his career portfolio, he had successfully held the helms for senior positions such as Business Development Manager (APC), senior Training Consultant, and Assistant Director in Various organizations. He has worked with renown international speakers like Philip Hesketh-Trainer and author of Psychology of Persuasion and Influence, Alan Fairweather-The Motivational Doctor, and many others.

While his main forte lies in Psychology and Human Behavior, he has conducted numerous trainings in topics such: EQ, Communication, Sales, Leadership, Mindset & Attitude, Strategic Business Planning, Organizational Change Management, Problem Solving, Empowerment, 7 Habits, Multiple Intelligence, Thinking Hats, Sales & Sales Management, Customer Service, Productivity, Team Building & Leadership, Creativity, etc.

Praga travels extensively while working with many supporting partners globally. His expertise and experiences have gained much recognition.

Presentation Skills

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Date: [] 07/07/2018 [] 28/11/2018

Venue: TBA, 9am – 5pm

Fee: [] S\$650 (before GST) for D&B Subscriber [] S\$760 (before GST) for Non-subscriber
(Includes materials, refreshments and lunch)



Email completed forms to adrian.chai@dnb.com.sg or Fax to 6226 0178

Participant(s) Information

Name 1: _____ Job Title: _____

Email: _____ (DID): _____

Name 2: _____ Job Title: _____

Email: _____ (DID): _____

Name 3: _____ Job Title: _____

Email: _____ (DID): _____

Company's Information

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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 (only applicable to cheque or credit card payment). No refund thereafter including no show during day of commencement. A complete set of materials will however be sent to you.
3. For D&B subscribers opting to pay through D&B subscription units, deductions would be made upon receipt of completed registration form. In the event of any postponement/cancellation of seminar by D&B; or withdrawal from seminar by participant(s), units deducted would not be credited. However, a replacement of seminar (of same value) would be given and to be utilized within 6 months.
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