



STRADFORD INTERNATIONAL COLLEGE

DK183(P)

Presentation Skills

COURSE VENUE

a) Public Program

Stradford International College / External Training Locations

b) In-house Program

Inhouse / External Training Available.

WHO SHOULD ATTEND

Engineers, supervisors, group leaders, executives and officers that need knowledge of Six Sigma fundamental tools and how to apply them to improve business performance

CERTIFICATION

Certificate in Attendance
by Stradford International College (S I C)

OVERVIEW

Good presentation skills is important to deliver clear, correct information, as well as effective and engaging presentations to the targeted audiences in an interesting and captivating manner. It is also a good opportunity to express various views and ideas to your listeners.

OBJECTIVE

After attending these sessions, the participant will be able to:

- Provide good visuals, present in an interesting manner and ensure the participants understand the message conveyed.
- Ensure good body language and engage interactively with the audience.

LEARNING OUTCOMES

- Provide good interesting visuals with minimal usage of words.
- Display good body language for e.g. posture, face the audience so they feel that you are addressing them.
- Be passionate and interact with the audience.
- Vary the tone of voice according to flow.
- Be polite when responding to difficult, tricky questions. Do not be condescending. Exercise caution and tact when addressing participants' queries.
- Practise using the material with friends, family etc. or in front of a mirror. You can make necessary adjustments and improvements.

COURSE OUTLINE

Day 1 : Prepare for Presentation.

- Prepare a conducive environment with the necessary resources.
- Doing the visual slide preparation using suitable template and pictures. Have more illustrations, diagrams and graphs and less words.
- Plan the flow starting with introduction, main content and conclusion. Use tools, like flow chart to do the planning.
- Practice in front of the mirror or better still, with friends etc. Make changes when necessary.

Day 2 : Do the Presentation (Can be a Role Play)

- Face the audience, maintain eye contact when presenting. Know the background of the target audience and present accordingly.
- Exhibit good body posture - No hands in the pocket.
- Smile, inject humour, jokes and stories to arouse interest in the subject matter.
- Show passion in your subject matter and interact and create a rapport with the audience.
- Address the question/answer session with tact and wisdom. No arguments, cultivate

Tel (+6) 04 - 390 4000 / 397 0000 Fax (+6) 04 - 390 3000

2796, Jalan Chain Ferry, Inderawasih, 13600 Prai, Penang, Malaysia Email : admin@stradfordcollege.edu.my Website : www.stradfordcollege.edu.my

copyright @ mocktail /dy/01/07/2020