

# Powerful Presentation Skills



Date: 6<sup>th</sup> – 7<sup>th</sup> October 2009

Venue: outLOUD Academy, Damansara Perdana, P.J.

## WORKSHOP DESCRIPTION

The workshop includes learning how to make presentations more interesting and entertaining, how to deliver a persuasive message and how to use language to help expand your influence over your audience.

Feedback is ongoing throughout the course through group discussion, video playback and tutor analysis. By the end of the workshop you will have developed a greater flair presenting and learnt how to use your own personal style to maximum effect. Our powerful workshops provide a unique learning experience in a supportive yet challenging environment. This allows you to quickly build on your existing skills as you experiment and learn through practical experience.

## WORKSHOP OBJECTIVES

- To develop powerful, dynamic and persuasive presentations
- To overcome stage fright with appropriate theatre techniques
- To be aware of individual strengths and weaknesses in delivering presentations
- To understand the importance of effective use of appearance, voice and body language
- To increase influence over the audience
- To build passion, enthusiasm and conviction presenting to all types of audience

## KEY BENEFITS

- Develop persuasive communication styles
- Develop effective listening and questioning techniques
- Develop verbal communication, vocal cues and voice projection
- Develop powerful non verbal communication skills
- Develop interpersonal people and conflict management skills

## WHO SHOULD ATTEND?

People who need to enhance presentation skills



**Facilitated by Ernie Chen**  
Chief outLOUD  
Group CEO  
**ATCEN International Group**

Ernie Chen is an internationally certified speaking professional, renowned global public speaking champion and acclaimed trainer. He is better known as the "Guru of Confidence" for his enthusiasm and confidence in building a community of confident people and one of the most powerful and dynamic speakers from Asia. Ernie has an MA in Communication, BA in Mass Communication and BA in Theatre from America. He is presently pursuing his DBA in Marketing Management and has more than 20 years of experience working with mass communication, people development, entertainment, education and training.

Ernie is an expert, well-known persuasive communication strategist and practitioner. He is also a world traveled speaker with a proven track record in leading speaking engagements and a frequent speaker at national and international conferences. In the last 8 years, he has inspired motivated and trained thousands of people to reach personal and professional fulfillment and career transformation. Utilizing individual, group, and executive coaching, workshops, and consultations to organizations; he coaches his clients to prosper in their career, advancing them up the corporate ladder. In addition, he has worked with a number of leading education and training institutions, top advertising agencies and production houses, and has written and acted in film and television productions.

# POWERFUL PRESENTATION SKILLS WORKSHOP

## WORKSHOP OUTLINE

### **Module 1: Introduction to Powerful Presentation Skills**

- 1<sup>st</sup> Presentation: Assessing Your Presentation Skills
- Understand What Makes A Presentation Effective: The Good and The Bad
- Developing Your Own Powerful Presentation Style

### **Module 2: Developing First Impressions & Credibility**

- Exercise: Strategies to Overcome Stage Fright – Gibberish
- The 3 Key Elements to Develop Positive First Impressions – Appearance, Body Language & Voice Tone
- The 5 Must Haves to Develop Solid Credibility: Integrity, Expertise, Empathy, Enthusiasm & Experience
- 2<sup>nd</sup> Presentation: Individual Presentation Within a Team Presentation

### **Module 3: Developing Body Language & Vocal Techniques**

- Exercise: Strategies to Speak Like a Award Winning Speaker – Acting 101
- Exercise: Developing Pleasant Eye Contact & Facial Expressions
- Exercise: Developing Powerful Hand Gestures
- Exercise: Developing Strong Body Posture & Movement
- Exercise: Developing Powerful Speakers Influential Voice Tone

### **Module 4: Developing Presentation Structure**

- Exercise: Strategies to Stay Focus on Your Message: Mind Mapping
- Determining the Purpose By Understanding Your Audience- to inform or to persuade
- Exercise: Organizing the Presentation Structure and Flow: The Introduction, Body and Conclusion
- 3<sup>rd</sup> Presentation: Prepared Presentation With Specific Topic

### **Module 5: Strategies For Effective Delivery & Execution**

- 4<sup>th</sup> Presentation: Impromptu Presentation With A Given Item: “The Bag of Tricks”
- 5<sup>th</sup> and Final Presentation: A 5 Minutes Prepared Presentation that Is Work Related

# REGISTRATION FORM

## POWERFUL PRESENTATION SKILLS WORKSHOP

6<sup>TH</sup> – 7<sup>TH</sup> OCTOBER 2009, OUTLOUD ACADEMY, DAMANSARA PERDANA, P.J.

### Delegate 1

Name: (Mr/Ms): \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

### Delegate 2

Name: (Mr/Ms): \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

### Delegate 3

Name: (Mr/Ms): \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

### WORKSHOP INVESTMENT - RM 1900 PER PARTICIPANT

*The investment includes lunch, refreshments and training materials. **The program is PSMB claimable.** Subject to PSMB approval.*

**Group Discount of 10%** for 3 or more participants who register for the program at the same time and are from the same organization.

### WAYS TO REGISTER

All cheques are to be made payable to **outLOUD Studios Sdn Bhd** and mail payment together with this registration to:

**D-05-11, Ritze Perdana Business Centre,  
Jalan PJU 8/2, Damansara Perdana 47820 PJ,  
Malaysia.**

**Tel : +603 7728 4098 Fax : +603 7728 2620**

**Enclosed is our cheque for the event**

**RM** \_\_\_\_\_

**HUMAN RESOURCE / APPROVING MANAGER:** \_\_\_\_\_

Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized Signature : \_\_\_\_\_ Invoice Attention To (Mr/Ms): \_\_\_\_\_

Company Stamp Chop:

### TERMS & CONDITIONS

1. Upon receipt of a completed registration form, it confirms that the organization is registering for the seat(s) of the participant(s) to attend the conference or training program.
2. Payment is required with registration and must be received prior to the event to guarantee the seat.
3. Payment has to be received 7 working days prior to the event date to confirm registration.
4. Payment is non-refundable if cancellation occurs 7 days prior to event commencement. However a substitute is welcome at no additional charges
5. If cancellation occurs 7 days prior to the event commencement and there is no substitute, the organizer reserves the right to charge 50% of the total investment from your organization.
6. Walk-in participants with payment will only be admitted on the basis of seat availability at the event and with immediate full payment.
7. The organizer reserves the right to make any amendments and/or changes to the program, venue, facilitator replacements and/or modules if warranted by circumstances beyond its control.

### HOW DID YOU KNOW ABOUT THESE EVENTS?

Kindly tick ( ✓ ) your choice(s)

- From Email Notification
- From Colleague, Management, HR or Training Department
- Others: \_\_\_\_\_

Version 1.2

### For Office Use Only

Contact Person: \_\_\_\_\_

Invoice Number: \_\_\_\_\_

Remarks: \_\_\_\_\_