

MASTER THE ART OF BECOMING A CONFIDENT PRESENTER

Public Course

Date: 30th-31st March, 2010

Location: Singapore

WHY ATTEND?

Confident presenting is an essential business skill. Whether you're delivering a client presentation, or speaking internally, presentation skills are crucial – and many people have a real fear of public speaking. You can feel self-conscious, often showing this in your body language or a wavering voice. This highly practical course, with extensive use of video, will help you develop confidence, give you some great personal tips to improve your skills and show you how to come across clearly and with enthusiasm.

OBJECTIVES

By the end of this program participants will:

- have increased confidence in their ability to present effectively
- recognize the importance of creating an audience-centred presentation
- have an easy-to-use and effective method for fast and effective preparation
- know how to maintain high audience attention throughout their presentation
- learn how to focus attention on key points they want to get across
- know how to adjust their message and style to suit their audience
- enhance the clarity and power of their voice to engage their audience
- have practised techniques to improve their posture and use of gestures
- have received challenging yet supportive feedback on their presentation style
- come away with useful ideas to create a convincing outcome

Who is it for?

Anyone who speaks to individuals or groups, or makes presentations to colleagues or clients. This course is most suitable for those who have had no formal training in presentation skills and want to become better speakers.

Benefits for Participants:

- Feel confident to present in any situation
- Enhance the clarity and power of your voice
- Have an easy-to-use checklist for fast preparation
- Maintain audience attention throughout your session
- Connect with your audience through eye contact
- Know how to use visual aids effectively and avoid 'Death by PowerPoint'
- Create a convincing and memorable outcome
- Focus attention on key points you want to get across
- Anticipate and prepare for questions effectively
- Win more business and get buy-in to your ideas

MASTER THE ART OF BECOMING A CONFIDENT PRESENTER

Two-day course for up to
six participants



Progress-U is happy to announce that we decided to partner with Speak First, a company with outstanding credentials in the field of public speaking. This program was developed by Speak First, and we are proud of presenting it to you.

We provide localised trainers across Asia-Pacific with experts in business development & effectiveness, communication skills and personal impact throughout Hong Kong, Japan and China.

APPROACH

This course is designed to be practical, interactive and highly experiential with a good grounding in the underpinning theory of delivering effective presentations. Learning points are brought to life in a memorable way through metaphor, stories, video clips etc. Participants give three or more presentations during the course, most of which are recorded on video. The aim is to build each person's confidence to present.

YOUR TRAINER:



SIMON WK WONG

Trainer & Executive Coach, Progress-U Limited

Simon Wong, MBA, ACMA, Certified NLP Trainer (ITANLP and NLPU), Coach & Modeler (NLPU), has more than fifteen years of management and leadership experience honed from developing business in Asia with US and European companies. He held positions of Regional Manager and Managing Director in MNCs. His strengths lie in the field of human behavior change technology derived from multiple experiential sources including NLP.

He has worked with middle and senior managers in Asia in the area of executive coaching and training. He has coached directors in strategic decisions, and senior managers in business directions. He has also conducted senior team development trainings. He speaks English & Bahasa Malaysia (conversational).

Languages: English; Conversational level in Mandarin, Cantonese and Bahasa Malaysia

MASTER THE ART OF BECOMING A CONFIDENT PRESENTER

Testimonials

TESTIMONIALS :

- “ Fantastic! Honestly the best course I’ve attended for years. Trainer was sensitive & caring but at the same time challenging. ”
----- CEO - Youth Action - Network
- “ Very well presented course, extremely useful content and a personable and lively course leader. ”
----- Paul Nunn - Planner - CB Richard Ellis
- “ Completely invaluable! Life changing! It could have taken me a life time to learn this on my own. It was so great I want to take more courses! ”
----- Robin Pflughaupt - Research Chemist - Infineum
- “ Very experienced and helped guide participants through the issues illustratively. ”
----- Faye Williams - Programme Director - Common Purpose
- “ ‘Excellent! Great pace, good visual aids, in particular the video snippets - I will come away with a lot more confidence. ”
----- Katie Edwards - Trust Funding Officer - Plan International
- “ I really liked the psychology used to improve confidence and understanding - excellent trainer. Really glad I did this course. ”
----- Vickie Grady - Hammerson



MASTER THE ART OF BECOMING A CONFIDENT PRESENTER

Program Details

PRACTICAL INFORMATION:

Date & Time: Tue-Wed, 30th-31st March, 2010 9.00am - 5.00pm

Venue: To be advised in Singapore

Cost for 2-day program: S\$1650 per person includes Harrison Assessment (value S\$100)

10% Early-Bird Discount: S\$1485 for registration before 26th Feb 2010

Registration Closing Date: 23rd Mar 2010

For enquiries please contact Ms Siti Hinchliffe at +65 844 88 992 or email siti.hinchliffe@progressu.com.

REGISTRATION:

Please reserve _____ place(s) at regular fee

Please reserve _____ place(s) at 10% early bird discount

CONTACT DETAILS

Please print in BLOCK LETTERS

Name (Mr./Mrs./Ms/Dr) _____ Date _____
(Surname) (First Name)

Company Name _____ Title _____

Tel _____ Fax _____ Email _____

PAYMENT

By Telegraphic Transfer

Account Name: Progress-U Pte. Ltd.
Bank: UOB Limited, Singapore
Account No: 357-301-863-8
SWIFT: UOVBSGSG
Bank Code: 7375; Branch 018

By Cheque

Payable to Progress-U Pte. Ltd.
Please send in your cheque together with registration form to
Progress-U Pte. Ltd.
583 Orchard Road, #09-01 Forum, Singapore 238884

* Please email your registration and telegraphic transfer acknowledgement to siti.hinchliffe@progressu.com