

## PRESENTATION SKILLS OPEN WORKSHOP



### Make the most out of your Natural Style - Be an Engaging Presenter!

Designed for professionals who are looking for a breakthrough in their presentations and public speaking skills – this unique workshop brings together engaging facilitation, interactive peer environment and time-tested techniques.

### Are you a presenter who wants to...

- Structure a clear and concise message
- Develop and enhance your current presentation skills
- Keep your audiences engaged and interact in a professional and assertive way
- Increase your confidence in delivering interesting presentation

### Join us for a profound learning experience and learn to...

- Turn presentations into mutually rewarding experiences
- Speak and think with greater clarity and purpose, stressing key ideas
- Make the most of your natural, conversational speaking style to fully engage the audience
- Utilize visual aids to maximize audience participation
- Deal with questions in an audience focused, positive manner

### Register Now

#### Hong Kong

12 May 2020 (Tue) 9:30AM - 5:30pm  
Sheung Wan, Hong Kong

HKD\$ 3,500 Early Bird (until 15 April 2020)  
HKD\$ 4,000 Standard

#### Singapore

6 May 2020 (Thu) 9:30AM - 5:30pm  
TBC, Singapore

SGD\$ 450 Early Bird (until 8 April 2020)  
SGD\$ 500 Standard

Please email to [info@activecommunication.net](mailto:info@activecommunication.net) or call us at +852 2525 7267 for registration.



#### Facilitator - MJ Jennings

MJ is a corporate trainee who has over 15 years experience in delivering presentation skills training. She has worked with many multinational companies across Asia. She is specialised in the area of communication, behaviour and performance.



# Active Communication

## Program at a Glance – Speaking Like a Ted Speaker

### PRECOURSE

- Pre-course questionnaire to identify each participant's learning objectives
- Preparation of a 2-min work related presentation which will be used during the workshop. Participants to bring this in a 'notes' format, NOT on PowerPoint.

### It's your "time" to present with impact

- Presentation skills trends - what's new in presenting?
- Why do we need to change?
- Learning current trends that change our behaviour (Ted.com, 3MT, YouTube)

### Plan –Design- Deliver a great message to support a strong delivery

#### Know Your Audience - Understanding what makes people listen

- Understand the foundations of effective communication and building credibility with your audience
- Critical steps in planning for an important presentation/meeting or communication opportunity
- Know who your audience is, why they are here and what action you want from them

### Integrating 3 V's (Visual, Vocal, Verbal) for impactful pitches and identifying your natural style

- Learn how do you show-up, speak-up and speak-out
- The "power of the pause" and getting the timing right to emphasize key ideas
- Voice Aerobics to emphasis key messages tone, volume and pitch-conversations
- Learn a method to integrate and deliver your message with confidence, integrity and influence with key factors such as body language, voice and effective verbal message that make an excellent presentation delivery
- Preparing clear, concise "Notes" that allow us to stay focused and deliver your ideas with impact using the SPACE model

### Structure presentations to maximize clarity and influence, by creating a story about your purpose, facts and data

- The Pyramid Model: A very effective model for constructing memorable and engaging messages to suit a variety of situations, audiences and timeframe
- The Elevator Speech:
  - Focus on clear, concise content
  - Strong start to engage and capture the audience with a WOW effecting
  - Focus on effective message structure
- Tips for "Good Communicators" to be memorable and credible – observation and discussion

### Making the right use of Visual Aids

- You are the visual connector and other tools are the visual aid
- Do's and Don'ts of using visual aids – "Less is More"
- Review ways to incorporate visual aids without overwhelming the audience with information

### Final Presentation (Videotaped Presentation)

Teams, Groups and Panels – Presenting with others to appreciate the power of synergy and teamwork. This module will be a consolidation of all the new skill sets learnt plus the added pressure of design, message, notes, timeliness and delivery as a team. Participants will support and rehearse with each other to deliver a joint message bringing all the components together, in order to influence and persuade their audience.

### Feedback and Self-Reflection

After each presentation we will watch the video and give feedback. Both the trainer and the participant-peers will share constructive feedback. If a participant is still having difficulty with a part of their presentation, the trainer may give some suggestions (by modeling the desired skill) and then ask the presenter to try it for him or herself again.

### Active Communication Limited

Hong Kong: 11/F, Grand Millennium Plaza, 181 Queen's Road Central, Hong Kong. T: +852 2525 7267

### Active Communication Group Pte. Ltd.

Singapore: 20 Maxwell Road, #11-18, Maxwell House, Singapore. T: +65 9630 3064