

POWERFUL PRESENTATION SKILLS WORKSHOP

Date : 15th – 16th January 2018

Venue : Vistana Hotel, Kuala Lumpur

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 and tutor analysis. By the end of the workshop you will have developed a greater flair in 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

Who Should Attend?

- Executives
- Senior Executives
- Managers

Workshop Chronology

0830	Registration
0900	Workshop Begin
1030 – 1045	Morning Break
1300 – 1400	Lunch
1530 – 1545	Afternoon Break
1700	End of Workshop

Chronology applies for Day 1 and Day 2.

Facilitated & Marketed by:

ATCENSM

This training is **PSMB claimable**
Subject to PSMB approval

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Module Outline

Module 1: Introduction to Powerful Presentation Skills

- 1st Presentation: Assessing Your Presentation Skills
- Understand What Makes A Presentation Effective: The Good and The Bad
- Managing Stage Fright and Developing Skills to Engage with Participants
- Developing Your Own 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
- 2nd Presentation: Individual Presentation Within a Team Presentation

Module 3: Developing Body Language & Vocal Techniques

- 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
- 3rd Presentation: Prepared Presentation With Specific Topic

Module 5: Developing and Presenting Content

- Designing Slides With Proper And Effective Use Of Font, Colour Contrast, Images, Charts And Animation
- Dealing With White Space And Formatting
- Avoiding Irrelevant Information
- Using Infographic Design

Module 6: Strategies for Effective Delivery & Execution

- 4th and Final Presentation: A 5 Minutes Prepared Presentation that Is Work Related (*Compulsory for each participant*)
- Techniques in concluding enthusiastic and inspiration presentations

Program Facilitator

Ken Ng

Ken serves as Principal Consultant and leads the training team for The ATCEN Group - a leading regional service provider of people and organizational development consulting, human performance, education and events organising. He is a Certified Professional Speaker, Certified Support Manager from Service Support Professional Association of America, a Certified Master Trainer from Western Kentucky University, USA and holds a BSc. in Marketing and Organizational Communication. Ken has been in the forefront of the Asian leadership and people development industry since the late-80's and is many a time better known as the "Sifu" to his peers, colleagues, partners and customers.

Ken's professional experience have led him to numerous positions in consulting and people development engagements at Multi-national Companies, Large Local Conglomerates and Government Link Companies regionally; he works extensively with Middle and Senior Management both in Asia Pacific and the United States. It is with this exposure, he has developed and applied his skills as a visionary public speaker, sincere trainer and strategist to the benefit of his companies, clients, and community.

An entrepreneur and founder of service oriented organizations in Malaysia he has held key positions in many organizations such as CEO of Training Touch, CEO of Leadership Asia, Senior Consultant with the largest Business Process Outsourcing organization in Asia, Head of Technical Support for the Nokia Care Line responsible for supporting of the South East Asia and Asia Pacific region, consultant for Microsoft Malaysia's MSN website to Marketing Strategist for the Kirby Company, USA and many more.

With more than 20 years of both platform and training experience, Ken is a much sought after speaker and has been highly involved in providing strategic directions for the Asian customer contact management industry through summits, congresses, conferences and knowledge sharing tradeshows. His experience in delivering engaging and captivating talks and speeches has inspired thousands.

A large amount of his time currently involves coaching individuals of senior level management to polish and develop their individual speech and speaking styles to persuade, influence and inspire audiences in business situations. He is constantly engaged to develop 'C' level executives and senior management teams on enhancing confidence and control in their public speaking delivery.

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Companies that have attended “Powerful Presentation Skills Workshop” since 2010

20th Century Fox Film (M) Sdn Bhd
ACA Pacific Technology (M) Sdn Bhd
Ajinomoto (M) Berhad
ALC- Klang
ALC- Taman Megah
Amanahraya Investment
Amway (M) Sdn Bhd
Ansell Shah Alam Sdn Bhd
Bank Negara Malaysia
Bank Rakyat
BD Agriculture (M) Sdn Bhd
Boustead Penang Shipyard Sdn Bhd
Bridgestone Engineered Products Of Asia
Carlsberg Brewery Malaysia Berhad
Colourcoil Industries Sdn Bhd
Core Laboratories Asia Pacific Sdn Bhd
Credit Guarantee Corporation
Dagang Net
Delteq (M) Sdn Bhd
DEM Draexlmaier Automotive Systems (M) Sdn Bhd
DKSH Corporate Shared Services
DML Products SB
Fibertex Personal Care Sdn Bhd
FMC Wellhead Equipment Sdn Bhd
Fonterra
Fuji Xerox Asia Pacific Pte Ltd
Gutor Electronic Asia Pacific Sdn Bhd

Harman Malaysia Sdn. Bhd.
Hong Leong Investment Bank Bhd
Indah Water Konsortium Sdn Bhd
Infineon Technologies (M) SB
Insitut Kefahaman Islam Malaysia (IKIM)
Institut Kumpulan Wang Simpanan Pekerja (iKWSP)
Iskandar Regional Development Authority
Island Hospital Sdn Bhd
IWSB
Jecmetal Industries Sdn Bhd
JJ-Lurgi Engineering
Jotun Paints (Malaysia) Sdn Bhd
KESAS Sdn Bhd
Kimberly-Clark Products Sdn Bhd
KLCT Healthcare Sdn Bhd
Kraiburg TPE Technology (M) Sdn Bhd
KWSP
KYB-UMW Malaysia Sdn Bhd
Lowe and Partners Sdn Bhd
LVMH Perfumes & Cosmetics (M) Sdn Bhd
Mackenzie Industries Sdn Bhd
Malaysia Airports Consultancy Services Sdn Bhd
Malaysian Electronic Clearing Corporation Sdn Bhd (MyClear)
Malaysian Life Reinsurance Group Berhad
Malaysian Reinsurance Berhad
Malene Insurance Brokers Sdn Bhd

Mega Lifesciences Sdn Bhd
Melaleuca Southeast Asia (M) Sdn Bhd
Mine Logistics Sdn Bhd
Mitsubishi Motors Malaysia Sdn Bhd
National Kidney Foundation
Newfield Sarawak Malaysia Inc
Palm-Oleo Sdn Bhd
Pharmaniaga Logistics Sdn Bhd
Prima Merdu Sdn Bhd (Mazda)
Prometric Technology Sdn Bhd
R Stahl Engineering & Manufacturing
Redberry Contact Center Sdn Bhd
Robert Bosch Sdn Bhd
Sabah Oriental Hotel Kota Kinabalu
Sabah Shell
Sarawak Energy Berhad
Scomi
Securities Industry Development Corporation
SGL Carbon Sdn Bhd
SNE Marketing Sdn Bhd
Swift Support Services Malaysia Sdn Bhd
Tanjung Offshore
Taylor's University
Tenaga Nasional Berhad
TT dotcom Sdn Bhd
UTMSPACE
Vantage Point Consulting Sdn Bhd
Western Digital (Malaysia) Sdn Bhd

Participants' Feedbacks

“Interesting & lively workshop brought with a great interactive together with trainer. Feel the engagement and learnt a lot. Very encouraging, thank you!” - Material Scientist, Fibertex Personal Care

“It was a successful training as it helps me to enhance my understanding when giving presentation.” – HR Manager, Western Digital (Malaysia) Sdn Bhd

“Wonderful program. Gave me so much of confidence. Thank you for having us.”

“Really learnt a lot from this program.”

“Will forward good messages to the company and recommend others to join the training.”

“Life is about making decision. I am glad I made the right decision to attend this workshop. Not only I took back motivation and good tips about powerful presentation skills, but I also gain lots of positive energies and interpersonal skills.”

16th
SESSION
SINCE 2010!

91%
Score on Trainer's
Feedback – Last
Session
(December 2016)

146
Numbers of
participants that have
joined this course
(public workshop)
since 2010

To Register or For More
Information

**Kindly call 03-7728 2623 or
email to info@atcen.com
www.atcen.com**