



# POWERFUL PRESENTATION SKILLS

## ATCEN

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**Date : 26<sup>th</sup> – 27<sup>th</sup> November 2018**

**Venue : ATCEN Learning Centre, Damansara Perdana**

### 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

#### 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:**

# ATCEN

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

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## Module 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
- 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

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## Program Facilitator

### Loshini Priyaa A/P Rajangeran

Loshini acquired her Bachelors of English language in Linguistics and Literature with a minor in Mass Communication from Universiti Tunku Abdul Rahman. Prior to her undergraduate studies, Loshini has completed her college education with a Diploma in Pharmacy at Masterskill Global College.

She has worked in various fields before embarking on the pathway of training and development. She has served in fields like food and beverages, involved in marketing activities, product merchandising, sales and last but not least, recent engagement in customer service field for a Singapore-based market.

Over the years, Loshini has actively participated and organised events that have carved the pathway for her to gain insights into the needs of having the best communication and negotiations skills to accomplish tasks. She has participated in debate, drama and elocution competitions from school to inter - clubs and inter - varsity levels to national levels. She also holds a 1st-degree black belt in Tae Kwon Do and has organised championships for district levels.

During her time in University, she has participated in training camps to teach and enhance students' language skills particularly in English. She has organised debate workshops for secondary students to improve their argumentative skills. She has been the secretary for English language society throughout her college and university time, thus has great passion and love for English as a language.

Some of the companies that Loshini has worked over the years are McDonald's, Sai Baba Mercy Home, Taman Desa Medical Centre, Hosp. Bahagia Ulu Kinta, Maxcare Telecommunication Sdn. Bhd., Health Point Pharmacy, Penang Adventist Hospital, Pelangi Publishing Group and Aegis BPO Sdn. Bhd.

## Program Facilitator

### Lai Jun Leong (JL Lai)

#### Certified Trainer (HRDF)

Lai Jun Lai (JL) has been involved in people development field for more than five years transforming every youth that he crosses path with, into young leaders. JL is also a certified trainer by Human Resource Development Fund (HRDF).

JL started off early in secondary school conducting and facilitating several teambuilding programs. Furthering his passion at tertiary level, JL was the president of Millionaire Business School for the year 2013, 2014 and 2016. The Business school specializes in providing Finance and Business education services and organizing Business events. JL was involved in sales while simultaneously trained, guided and coached his team members for four years in the organization.

Throughout his term as the president, JL organized 'Business Festival' for three consecutive years since 2014 till 2016 and 'GET RICH through Business Investment' program for 2015 and 2016. JL worked on conferences such as "Human Capital Development Conference 2017" and "Asia Human Capital Development Conference 2018" and projects for clients from Multinational Corporation and Small and Medium Business enterprises even before graduating from college.

In the corporate world, JL was involved heavily in Business Development field and managed large scaled projects with Telekom Malaysia, Hong Leong Bank, and SP Setia for customer experience and leadership programs. He worked with Maxis on "Sales and Leadership Development" programs for their small & medium business division and a lot more. He is also one of the leading Mandarin/ Cantonese speaking trainers.

Some of the companies that JL has worked with include AmBank, AON Insurance Brokers (M) Sdn Bhd, BD Agriculture Sdn Bhd, Bemis Asia Pacific Sdn. Bhd., Bonuslink, Danone, DHL Express Bhd, Dumex, Felda D'Saji Sdn. Bhd., Grand Flo Berhad, Hilti Asia IT Services Sdn. Bhd, Hong Leong Bank Berhad, Hua Yang Berhad, IOI Corporation Berhad, Johnson Controls (M) Sdn. Bhd., Kenanga Investment Bank Berhad, LB Aluminium Bhd., Maxis Berhad Millionaire Business School, Mitsui Sumitomo Insurance Group, PORTMAN College, SP Setia Berhad, SWIFT, Telekom Malaysia, Time software and UOA Development Berhad.

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

20th Century Fox Film (M) Sdn Bhd	Hong Leong Investment Bank Bhd	Melaleuca Southeast Asia (M) Sdn Bhd
ACA Pacific Technology (M) Sdn Bhd	Indah Water Konsortium Sdn Bhd	Mine Logistics Sdn Bhd
Ajinomoto (M) Berhad	Infineon Technologies (M) SB	Mitsubishi Motors Malaysia Sdn Bhd
ALC- Klang	Insitut Kefahaman Islam Malaysia (IKIM)	National Kidney Foundation
ALC- Taman Megah	Institut Kumpulan Wang Simpanan Pekerja (iKWSP)	Newfield Sarawak Malaysia Inc
Amanahraya Investment	Iskandar Regional Development Authority	Palm-Oleo Sdn Bhd
Amway (M) Sdn Bhd	Island Hospital Sdn Bhd	Pharmaniaga Logistics Sdn Bhd
Ansell Shah Alam Sdn Bhd	IWSB	Prima Merdu Sdn Bhd (Mazda)
Bank Negara Malaysia	Jecmetal Industries Sdn Bhd	Prometric Technology Sdn Bhd
Bank Rakyat	JJ-Lurgi Engineering	R Stahl Engineering & Manufacturing
BD Agriculture (M) Sdn Bhd	Jotun Paints (Malaysia) Sdn Bhd	Redberry Contact Center Sdn Bhd
Boustead Penang Shipyard Sdn Bhd	KESAS Sdn Bhd	Robert Bosch Sdn Bhd
Bridgestone Engineered Products Of Asia	Kimberly-Clark Products Sdn Bhd	Sabah Oriental Hotel Kota Kinabalu
Carlsberg Brewery Malaysia Berhad	KLCT Healthcare Sdn Bhd	Sabah Shell
Colourcoil Industries Sdn Bhd	Kraiburg TPE Technology (M) Sdn Bhd	Sarawak Energy Berhad
Core Laboratories Asia Pacific Sdn Bhd	KWSP	Scomi
Credit Guarantee Corporation	KYB-UMW Malaysia Sdn Bhd	Securities Industry Development Corporation
Dagang Net	Lowe and Partners Sdn Bhd	SGL Carbon Sdn Bhd
Delteq (M) Sdn Bhd	LVMH Perfumes & Cosmetics (M) Sdn Bhd	SNE Marketing Sdn Bhd
DEM Draexlmaier Automotive Systems (M)	Mackenzie Industries Sdn Bhd	Swift Support Services Malaysia Sdn Bhd
DKSH Corporate Shared Services	Malaysia Airports Consultancy Services Sdn Bhd	Tanjung Offshore
DML Products SB	Malaysian Electronic Clearing Corporation Sdn Bhd (MyClear)	Taylor's University
Fibertex Personal Care Sdn Bhd	Malaysian Life Reinsurance Group Berhad	Tenaga Nasional Berhad
FMC Wellhead Equipment Sdn Bhd	Malaysian Reinsurance Berhad	TT dotcom Sdn Bhd
Fonterra	Malene Insurance Brokers Sdn Bhd	UTMSPACE
Fuji Xerox Asia Pacific Pte Ltd	Mega Lifesciences Sdn Bhd	Vantage Point Consulting Sdn Bhd
Gutor Electronic Asia Pacific Sdn Bhd		Western Digital (Malaysia) Sdn Bhd
Harman Malaysia Sdn. Bhd.		
Hong Leong Investment Bank 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](mailto:info@atcen.com)**  
**www.atcen.com**