



Business Communication Series: Online Presentation Skills

6 June 2024 at MEF Academy



In today's digital age, effective online presentation skills are essential for success in both professional and personal contexts. Whether you're delivering a virtual pitch, leading a remote team meeting, or delivering a webinar, the ability to captivate your audience and convey your message with clarity and confidence is paramount. Join us for a dynamic and interactive 1-day workshop designed to elevate your online presentation skills to the next level!

Who is this course for?

If your role requires you to communicate your ideas, strategies, and updates to colleagues, clients, and stakeholders, then this is the course for you!

**REGISTER
NOW**



Course fee: RM700 per pax

Date: 6JUNE 2024

Venue: ONLINE (MS Teams)

Time: 8.30am – 5.00pm

For enquiries, contact

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<https://forms.office.com/r/VP7PrbD5Yq?origin=lprLink>

Who is this course for?

- Professionals who regularly deliver online presentations as part of their job.
- Team leaders and managers who need to communicate effectively with remote teams.
- Sales and marketing professionals who want to enhance their virtual pitching skills.
- Educators and trainers looking to engage learners in virtual classrooms and workshops.
- Anyone seeking to improve their online communication skills and make a lasting impression in the digital world.

Key Take-Aways

- Learn how to grab your audience's attention from the start and keep them engaged throughout your presentation.
- Discover strategies for structuring your presentation for maximum impact, including effective storytelling techniques and visual design principles.
- Overcome nerves and deliver your message with poise and confidence
- Handle questions and feedback effectively, fostering interaction and engagement with your audience.
- Adapt to Virtual Environment by understanding the unique challenges and opportunities of presenting online and adapt your presentation style accordingly.

Your Trainer – Farha Uzaimi

Farha Uzaimi is a certified trainer and coach with a fervent passion for learning and training. Her extensive experience spans across various fields including education, human resource management, coaching, instructional design, travel and tourism, hospitality, and retail.

In her 25 years of working and training experience, Farha has conducted a plethora of HR-related training sessions for companies such as PKFZ, Integrated Logistics Solutions Sdn Bhd, IK Academy, and Shell. Her expertise ranges from fundamental topics such as Introduction to HRM and Introduction to Organization Behavior to more specialized areas such as coaching for development. She has also been involved in conducting 1MGRIP programs, PENJANA programs and Master Trainer Cert IV (TAE40110) Training and Assessment sessions.

Farha has contributed significantly to curriculum development, having been a panel member for NOSS and NCS Z070 for PSMB Certified Trainer. She has also served on committees and advisory panels for various educational initiatives, including the Diploma in Retail Management. Farha's coaching and mentoring skills have been instrumental in guiding individuals and teams to achieve their full potential.

Course Agenda

	Day 1
8.30am	Registration and Attendance
9.00am	Module 1: Introduction to Public Speaking and Presentation Skills Module 2: Fundamentals of Online Public Speaking
10.30am	Tea break
10.45am	Module 3: Structuring Your Online Presentation Module 4: Developing Engaging Content for Online Audiences
1.00pm	Lunch break
2.00pm	Module 5: Delivery Techniques Module 6: Handling Q&A and Audience Interaction
3.30pm	Tea break
3.45pm	Module 7: Overcoming Common Presentation Pitfalls Module 8: Moving forward
5.00pm	End of Workshop

