



Business Communication Series: Online Presentation Skills

Date: 8 JULY 2024
Platform: MS teams
Time: 8.30am – 5.00pm

Course fee: RM700 per pax



<https://forms.office.com/r/wKLqFz8wZM?origin=lprLink>



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About the Course

This comprehensive online training program is designed to equip participants with the essential skills and techniques needed to excel in public speaking and presentations in virtual environments. Whether presenting to a small team or delivering a keynote address to a large audience online, this course provides practical strategies for communicating with confidence, clarity, and impact.

Course Objective

1. Develop confidence and overcome nervousness in virtual speaking situations.
2. Structure engaging and impactful presentations for online audiences.
3. Enhance vocal delivery, body language, and visual aids for virtual presentations.
4. Utilize technology effectively to deliver engaging online presentations.
5. Engage and connect with virtual audiences through interactive techniques.
6. Manage online presentation challenges and adapt to unexpected situations.

Key Take-Aways

1. Structured Presentation

Participants will be able to structure their online presentation by adapting the “Introduction-Body-Conclusion” framework for online presentation

2. Develop Engaging Content for Online Audiences

Participants will be able to develop engaging content for their online audience by identifying the needs and interests of their online audience

Target Audience

This impactful workshop is designed to empower supervisors and executives with better public speaking and presentation skills.

Course Agenda

Time	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

THE TRAINER: Farha Uzaimi is a result-oriented, certified trainer and coach with more than 15 years of experience in training and teaching. Her repertoire of skills include designing, developing, and delivering trainings in the areas of human resource management, coaching, travel and tourism, hospitality, retail, educational programs (special needs, young learners, and tertiary levels), and instructional design. Her list of clients includes Shell, UNIRAZAK, UNITAR, Infineon, Petronas, Port Klang Free Trade Zone, Lynas, Bluescope Steel, Malaysia Airport Holdings Bhd, MAS, Firefly, MTUC, and Bank Islam.

