



Business Communication Series: Presentation Skills (Intermediate Level)



Mastering presentation skills is the key to unlocking your full potential in today's dynamic and competitive professional world. Whether you are delivering a pitch to potential clients, presenting findings to stakeholders, or leading a team meeting, the ability to communicate your ideas effectively is essential. With strong presentation skills, you can captivate your audience, convey your message with clarity and confidence, and inspire action. Invest in honing your presentation skills today and watch as doors of opportunity open, careers soar, and success becomes second nature.

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!



Course fee: RM1,600 per pax

Date: 13 – 14 May 2024
Venue: MEF Academy
Time: 8.30am – 5.00pm

<https://forms.office.com/r/c8jZB46E3d?origin=IprLink>

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About the Course

Effective presentation skills are essential for success in today's competitive professional landscape. Whether pitching ideas to clients, delivering reports to colleagues, or presenting to senior management, the ability to communicate persuasively and confidently is a valuable asset. This course is designed to equip working professionals with the knowledge, strategies, and practical skills needed to deliver impactful presentations with confidence and clarity.

Course Objective

By the end of this workshop, participants will have developed intermediate-level presentation skills and techniques to deliver compelling and impactful presentations. Through a combination of theory, practical exercises, and feedback, participants will be equipped to engage and influence audiences effectively in professional settings.

Course Agenda

	Day 1	Day 2
8.30am	Registration	Registration
9.00am	Module 1: Introduction to Intermediate Presentation Skills Module 2: Preparing for a Presentation	Module 8: Handling Questions
10.30am	Tea break	Tea Break
10.45am	Module 3: Structuring Your Presentation Module 4: Enhancing Content Development	Presentation Practice
1.00pm	Lunch break	Lunch Break
2.00pm	Module 5: Advanced Verbal Delivery Techniques	Presentation Practice (Continued)
3.30pm	Tea break	Tea Break
3.45pm	Module 6: Leveraging Non-verbal Communication Module 7: Maximizing Visual Aids and Technology	Presentation Practice (Continued) Feedback, course evaluation, and course summary
5.00pm	End of Day 1	End of Day 2

Key Take-Aways

- 1. Understanding Your Audience:** Participants will learn techniques for analyzing their audience's needs, preferences, and expectations to tailor their presentations effectively.
- 2. Structuring Your Presentation:** Participants will understand the importance of a clear and logical presentation structure, including crafting engaging openings, organizing content coherently, and delivering compelling conclusions.
- 3. Enhancing Content Development:** Participants will learn strategies for developing engaging content that resonates with the audience, including storytelling, using humor, and incorporating real-life examples.
- 4. Mastering Verbal Delivery:** Participants will practice advanced verbal delivery techniques such as vocal variety, pacing, and emphasis to convey their message with impact and authenticity.

Your Trainer

Farha Uzaimi is a certified trainer and coach with a fervent passion for learning and training. She is recognized by the Panel of Pembangunan Sumber Manusia Bhd (PSMB) in Malaysia, for conducting HRDF Train-The-Trainer and Master Trainer Cert IV in Training and Assessment programs for both public and private sectors. Her extensive experience spans across various fields including education, human resource management, coaching, instructional design, travel and tourism, hospitality, and retail.

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.

