

POWERFUL PRESENTATION SKILLS WORKSHOP

Date : 14th – 15th March 2016

Venue : Vistana Hotel, Kuala Lumpur

Workshop Description

Doing presentations is a common task for most Executives today. Whether it is to the Boss, the Client or to Colleagues, this is a task that all Executives want to excel in. A good presentation will get the approval, close the deal and receive the recognition. However for many doing a presentation is a dreaded affair as they do not know what to do.

This workshop will show you how delivering a powerful presentation is about practice and following certain techniques. Using these techniques delivers interesting and entertaining presentations persuasively will be easy. Ultimately expanding your influence and winning the audience over.

Workshop Objectives

- Develop powerful, dynamic and persuasive presentations
- Overcome stage fright with appropriate theatre techniques
- Aware of individual strengths and weaknesses in delivering presentations
- Understand the importance of effective use of appearance, voice and body language
- Increase influence over the audience
- Build passion, enthusiasm and conviction presenting to all types of audience

Who Should Attend?

- Managers
- Executives
- Sales Professionals
- Customer Service Professionals
- Marketing Professionals

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

Powerful Presentation Skills Workshop

14th – 15th March 2016, Vistana Hotel, Kuala Lumpur

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
- 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: Strategies to Speak Like a Award Winning Speaker – Acting 101
- 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: Strategies for Effective Delivery & Execution

- 4th Presentation: Impromptu Presentation With A Given Item: "The Bag of Tricks"
- 5th and Final Presentation: A 5 Minutes Prepared Presentation that Is Work Related

Program Facilitator

Jayanth Kumar (Jay)

Jay is a Training Consultant for ATCEN Sdn. Bhd. that is part of the ATCEN Group – The People Development Expert. He believes in the potential of people, and has an innate passion for the development of an individual in any environment.

Graduated with a Diploma in Computer Studies from the National Center of Computers (NCC) from the United Kingdom and attained honors in BSc in Psychology and Communication from Upper Iowa University in the United States. He is a certified professional trainer under ARTDO International. Jay has 13 years of actual work experience in different respective fields. 6 years of that in a multi-national company dealing with IT, 3 years in sales management for a hotel and the rest in the service industry. Within these years of experience, he has accomplished different ad-hoc projects, such as producing and conducting major corporate events and team-buildings, apart from just training making him very versatile, adaptable and experienced in known working environments. Jay has training experience with reputable multi-national and local companies such as F-Secure Corporation, DHL, Standard Chartered Bank, Celcom Axiata, My Clear, Hong Leong Bank, Telekom Malaysia, Taylors University, AmBank, A&H Meyer and Meliã Kuala Lumpur Hotel to name a few.

Jay is an inspirer, motivator and go-doer that is highly motivated in enhancing and developing skills in others. He has sufficient experience in IT technical skills as a support engineer and a trainer, at the same time experienced in the call center quality management, but most of all in Customer Experience. He also has a strong record in delivering sales targets, yet poised and competent in the service industry such as managing a customer service department with difficult customers or in the F&B industry. He has a passion for academics and skills improvement under creative proactive means. A trainer, coach, teacher or facilitator experienced in providing highly efficient customer service, leadership and presentation skills training over the years.

He has an ability to maintain a good sense of humor at the same time able to connect with participants. Jay is able to bring learning content to its mark and much capable of having fun while learning with all ages.

Jay lives by a quote from a classic Greek philosopher, Socrates that an "unexamined life, is a life not worth living".

Powerful Presentation Skills Workshop

14th – 15th March 2016, Vistana Hotel, Kuala Lumpur

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

20th Century Fox Film (M) Sdn Bhd

ALC- Klang

ALC- Taman Megah

Amanahraya Investment

Amway (M) Sdn Bhd

Ansell Shah Alam Sdn Bhd

Bank Negara Malaysia

Bank Rakyat

Boustead Penang Shipyard Sdn Bhd

Bridgestone Engineered Products Of Asia Sdn Bhd

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

FMC Wellhead Equipment Sdn Bhd

Fonterra

Fuji Xerox Asia Pacific Pte Ltd

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

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

Malaysia Airports Consultancy Services Sdn Bhd

Malaysian Electronic Clearing Corporation Sdn

Bhd (MyClear)

Malaysian Life Reinsurance Group Beehad

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

Redberry Contact Center Sdn Bhd

Robert Bosch Sdn Bhd

Sabah Oriental Hotel Kota Kinabalu

Sabah Shell

Sarawak Energy Berhad

Scomi

SGL Carbon Sdn Bhd

Swift Support Services Malaysia Sdn Bhd

Tanjung Offshore

Taylor's University

TT dotcom Sdn Bhd

UTMSpace

Vantage Point Consulting Sdn Bhd

Participants' Feedbacks

“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.”

14th
SESSION
SINCE 2010!

99%
Score on Trainer's
Feedback – Last
Session
(November 2015)

128
Numbers of
participants that have
joined this course
(public workshop)
since 2010

Powerful Presentation Skills Workshop

14th – 15th March 2016, Vistana Hotel, Kuala Lumpur

Registration Form

Participant 1

Name: (Mr/Ms): _____

Job Title: _____

Email Address: _____

Contact No.: _____

Participant 2

Name: (Mr/Ms): _____

Job Title: _____

Email Address: _____

Contact No.: _____

Participant 3

Name: (Mr/Ms): _____

Job Title: _____

Email Address: _____

Contact No.: _____

Human Resource / Approving Manager: _____

Job Title: _____ Email: _____

Company Name: _____

Address: _____

Tel: _____ Fax: _____

Authorized Signature: _____ Invoice Attention To (Mr/Ms): _____

Company Stamp Chop:

For further information,
kindly email your enquiry
to shera@atcen.com

PROGRAMME FEE

RM1,699 - per participant

(NOT inclusive of 6% GST)

Group Discount of 10% for 3 or more participants who register for the workshop at the same time and are from the same organization.

Price is inclusive of all materials, lunches and tea-breaks

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

To register, complete this form:

1. Email form back to sender's email address/
shera@atcen.com
2. Fax this form to +603-8940 2620

Bank Draft:

Payable to ATCEN SDN BHD and courier to:
D-05-12, Ritze Perdana Business Centre,
Jalan PJU 8/2, Damansara Perdana 47820 PJ,
Malaysia.

By Direct Transfer:

Account Name: **ATCEN Sdn Bhd**
Bank : Public Bank Berhad
Acc No : 3-1304600-34

All bank charges to be borne by payer.

Terms & Conditions

1. Upon receipt of a completed registration form, it confirms that the organization is registering for the seat(s) of the participant(s) to attend the conference or training workshop.
2. Payment is required with registration and must be received prior to the event to guarantee the seat.
3. Payment has to be received 7 working days prior to the event date to confirm registration.
4. Payment is non-refundable if cancellation occurs 7 working days prior to event commencement. However a substitute is welcome at no additional charges
5. Walk-in participants with payment will only be admitted on the basis of seat availability at the event and with immediate full payment.
6. The organizer reserves the right to make any amendments and/or changes to the workshop, venue, facilitator replacements and/or modules if warranted by circumstances beyond its control.
7. The certificate of completion will be awarded by ATCEN Sdn. Bhd.
8. The information that you provide in the Registration Form and information provided at any other time during the event, can be used by the organizer and related parties to offer, provide and continue to improve its programs and other services. Participants are responsible to advise the organizer if they do not wish to be included in the above.

For Office Use Only

Corporate Sales Consultant: SHERA

Invoice Number:

Invoice Date: