



**@ASK Training**  
Attitude | Skills | Knowledge

# Effective Presentation Skills - Share Impactful information with Limited Time

**Course Code:**

ASKPTM

**Course Duration:**

1 day, 9.00am - 5.00pm

**Course Fee:**

\$600 (\$648 Inc. 8% GST) per participant

**Course Venue:**

Hotel

**Course Dates:**

<https://asktraining.com.sg/course-calendar/>



## Course Synopsis

Business presentations are part and parcel of Managers' work. Many managers feel frustrated when the results of their hard work are not what they have expected. This is a common issue in the corporate world. The more you present the more frustrated you are.

So much to explain, and yet so little time to share; getting nervous in front of a crowd; do not know how to handle difficult questions. These are just some of the key issues corporate presenters face.

In this one-day workshop, the learners will learn effective presentation skills that will make them highly competent. They will be able to create powerful presentations to stakeholders (especially important customers and senior management staff), to convey clear ideas through clean and simple PowerPoint slides, and to answer questions competently.

The workshop includes useful hands-on and practical coaching with lots of presentation tips from real industrial experience. At the end of the session, the learners will be able to demonstrate effective verbal and non-verbal communication skills professionally and ready to excel in their presentations.

## Course Objective

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By the end of the workshop, participants will be able to:

- Understand the basic principles of communications and create powerful presentations
- Demonstrate professional verbal and non-verbal communication skills
- Overcome nervousness before and during presentations
- Answer questions competently and confidently

## Course Outline

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- What? Who? How?
- Less Is More
- PowerPoint = Powerful Points
- A Picture Is Worth a Thousand Words
- “Turbulent Rapid” vs “Smooth Stream”
- How to Say > What to Say
- One at a Time
- Eyes Are the Windows to The Soul
- Your Body Betrays You
- Nervousness Does Not Kill
- Just Another Ordinary Day
- Breath In!
- See No Evil