

Effective Presentation Skills Made Simple

Tuesday

24 March 2020

or

Friday

24 July 2020

or

Tuesday

17 November 2020

9:00am – 5:00pm



Effective Presentation Skills Made Simple

INTRODUCTION

Delivering an effective presentation can be the differentiator that provides the competitive edge for you. High impact presentations are well remembered. This programme attempts to demystify the stress and nerves surrounding a presentation. The intent is to provide a structured methodology for participants to prepare and deliver an effective, high impact presentation that meets the objectives and brings results.

Specific guidelines for preparing presentation and practice sessions will be provided with feedback from co-participants and the Program Coach.

OBJECTIVES

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

- Use a structured presentation methodology (Pyramid Method) to prepare presentation material and effective visual aids
- Determine and develop personal presentation style
- Find ways to overcome nervousness for presentation
- Recognize presentation weak spots and areas for improvement
- Learn, practice and acquire the skills necessary to deliver effective, presentation with clarity and impact

DESIGNED FOR

- Marketing and Sales Professionals
- All managers, supervisors and staff positions including technical staffs
- Frontline staffs and executives whose job roles required them to make presentations frequently – either internally or externally

CONTENTS

Defining Presentation

- What Is It and What It Is Not
- Common Issues and Mistakes
- Methodology for Preparing and Delivering Presentation

Presentation Performance

- Presentation Behaviours, nervousness and how to overcome it
- Moving Well – Body Language and Self Control
- Use of Words, Pitch, Voice and Tone
- Personal Style
- Setting the Mood and Gearing Up Psychologically
- How to Make Delivery that Creates Interests and Clarity
- Getting Your Message Across
- How to Use Visual Aids
- Right Ways and Wrong Ways to Use Notes
- The Use of Pause
- Observe and Read Your Audience While Presenting
- Handling Questions – Thinking Under Pressure
- Handling Difficult Situations and Issues

Presentation Planning and Preparation

- Research Your Audience
- Determine Objectives, Creating a Theme
- Working to a Presentation Format – The Pyramid Model
- Questions to Be Considered
- Creating Visual Aids
- Logistics and Preparing the Venue
- Rehearsing Presentation Styles – Practice Makes Perfect

Presentation Evaluation and Feedback

- A Checklist for Evaluating Effectiveness of Presentation
- Co-Participant Feedback
- Program Instructor Summary and Feedback

WORKSHOP LEADER

Ms Weelan Ho is the Principal and Director of PGA Consulting Limited (HK) and the Director of Ascent Global Service Pty Limited (Australia). She has significant experience in helping companies create value and improve bottom-line results through Strategy Development, Operations & Sales Improvement, Service Excellence and Organization Cultural Change Programs etc., just to name a few. The clients she has worked with are multinationals, public listed companies, family-owned enterprises and SME across Asia Pacific in multiple industries as well as with the public sector.

Another of her focus is leadership development of senior executives, middle managers and supervisors through a combination of coaching and organization development, as they are the pillars of the organization, each having responsibility to ensure the company performs effectively in an increasingly competitive environment. Expanding organization capability and improving soft skills are necessities for they directly impact on company performance reflected through revenue, profits and growth.

DATES & TIME

Tuesday, 24 March 2020

[Register Now](#)

Or

Friday, 24 July 2020

[Register Now](#)

Or

Tuesday, 17 November 2020

[Register Now](#)

9:00am – 5:00pm

VENUE

The Hong Kong Management Association
14/F Fairmont House
8 Cotton Tree Drive
Central
HONG KONG

FEE (Inclusive of tea/coffee breaks)

HKMA Member: HK\$2,780

Non-member: HK\$2,980

Early Bird Discount: HK\$200 each

(For those who enrol and pay one month before the course commencement date)

Group Discount: HK\$200 each

(For companies which send a total of two or more participants to this course and enrol at the same time)

METHODOLOGY

Discussions, demonstrations, videos, skills practices, with feedback from co-participants and the Program Coach.

LANGUAGE MEDIUM

English, but can supplement with Cantonese and Putonghua if needed, depending on the needs of participants.

DEADLINE FOR REGISTRATION

1 week before course commencement

ENQUIRIES

For course details, please contact Ms Diana Li on 2774-8552 or dianali@hkma.org.hk; or visit the HKMA website: www.hkma.org.hk/seminar. For course enquiries and reservations, please contact Customer Service Department on 2774-8501 or hkma@hkma.org.hk.

Effective Presentation Skills Made Simple

24 March 2020 (SG-A6871-2020-1-F)

FEE: HKMA Member: HK\$2,780

24 July 2020 (SG-A6871-2020-2-F)

Non-member: HK\$2,980

17 November 2020 (SG-A6871-2020-3-F)

Name (Mr / Ms): _____
(Surname) (Other Names)

HKID Card No. (For verification of the applicant's identity): _____ Date of Birth (YY/MM/DD): _____

Position: _____ HKMA Membership No.: _____

Company: _____

Address of Company: _____

Job Function (e.g. Accounting), please specify: _____

Nature of Business (e.g. Retail), please specify: _____

Telephone No. (Office): _____ (Residence): _____ (Mobile): _____

Email: _____

Correspondence Address: _____

Cheque Number: _____ Cheque Amount: HK\$ _____

Name and Title of Nominator (Mr / Ms): _____

Nominator Email / Address: _____

Sponsorship Company-sponsored Self-sponsored

Education Level: Doctoral degree Master's degree Bachelor's degree HKMA Diploma

Other Diploma Matriculation F. 5 / HKDSE Others (Please specify): _____

Where did you **FIRST** learn about this programme?

Email Promotion from HKMA Direct Mail by Post

HKMA Website Others (please specify): _____

Note for application

- This form together with a crossed cheque payable to The Hong Kong Management Association should be returned to: Executive Director, The Hong Kong Management Association, 16/F Tower B Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.
- Registration must be made on the Enrolment Form provided and returned to the Association before the programme commencement date (Not less than 5 days) with full fee.
- Acceptance is subject to the discretion of the Association.
- Applicants will be notified by telephone to confirm receipt of the application form and full programme fee. An official receipt will be sent to you within two weeks.
- Applicants are expected to attend the course at the place and time specified in the brochure unless otherwise notified.
- When a programme is over-subscribed, additional classes may be started in some cases. Applicants may then be notified of the new time, dates and place of meetings when necessary.
- For **ENROLMENT** and **ENQUIRIES** please call **2774-8500/2774-8501** (Customer Service Department) during normal office hours or fax **2365-1000**.
- No refund will be made after payment, but participants can arrange to have their places substituted should they be unable to attend the programme by notifying the Association at least 2 days prior to programme commencement.
- Fax reservations are welcome but are subject to confirmation by payment in full within 10 days of the date the reservation is made or 5 days prior to programme commencement, whichever is sooner.
- Applications, upon full payment, will be processed on a first-come first-served basis.
- When Typhoon Signal No.8 or above is in force during classes/examinations, all classes and examinations will be dismissed immediately. Replacement classes and remedial examinations will be arranged. When Black Rainstorm Warning is in force during classes/examinations, all classes and examinations will be held as scheduled.
- The HKMA reserves the right to make alterations regarding the details. For course details, please contact Customer Services Department on 2774-8500/2774-8501 or Ms Diana Li on 2774-8552. Website: www.hkma.org.hk
- The HKMA supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.

Personal Data Collection Statement

1. The personal data of applicants are collected and kept for purposes of processing of applications of course enrolment, course admission, student and member administration, course research and statistical matters.
2. The personal data provided in this form will be used by the Association for direct marketing, including special offers, training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.
3. Applicants wishing for access to and/or correction of personal data may send their written requests to the Association.

If you do not wish to receive information as stated in point 2 of this statement, please indicate your objection by ticking the box. You may at any time send your written requests to the Association.

Notes

1. I understand that all handout materials obtained in class are strictly for my own educational purposes.
2. I have understood all the "Notes for Application" listed in Application Form.

Applicant's Signature: _____ Date: _____