

TRAINING PROVIDER	
Singapore Professionals' And Executives' Cooperative Limited	
COURSE INFORMATION:	
Course Title	<b>Delivering Impactful Presentations</b>
Language	English
Course Duration	1 day (7 hours)
COURSE OUTLINE:	
<b>Course Overview &amp; Objectives</b>	<p>Presentations skills and public speaking skills are useful in many aspects of our work and social life. Presenters who can speak convincingly with credibility and wit, will create tremendous rapport and goodwill with their audience. The increasingly digitized world and competitive business environment also create strong distractions for your audience. It becomes critical to capture their attention and develop their top-of-mind recall of your key messages.</p> <p>Effective presentations and public speaking are important in business, sales and marketing, training, teaching, lecturing, and even entertaining an audience. Developing the confidence and capability to give good presentations and stand up in front of an audience and speak well are extremely helpful competencies for self-development too.</p> <p>This programme aims to equip you with the right tools, techniques as well as time-tested strategies to maximise effectiveness of your presentation. You will learn how to conceptualise and apply the fundamentals in preparing and delivering presentations in an engaging and effective manner.</p>
<b>Key Topics Covered</b>	<p>The course explores the following subjects in depth:</p> <p><b>1) Planning your speech</b></p> <ul style="list-style-type: none"> <li>• How to plan speeches</li> <li>• General tips</li> <li>• Choosing topics</li> <li>• Knowing your audiences</li> <li>• Rehearsing speeches</li> </ul> <p><b>2) Preparing yourself</b></p> <ul style="list-style-type: none"> <li>• Believing in yourself</li> <li>• Personal grooming</li> <li>• Improving voice</li> <li>• Reducing tension</li> </ul> <p><b>3) Delivering your speech</b></p> <ul style="list-style-type: none"> <li>• Controlling nervousness</li> <li>• Speaking confidently</li> <li>• Closing effectively</li> <li>• Handling objections</li> <li>• Using visual aids</li> </ul>

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<b>Learning Outcomes</b>	Upon successful completion of the course, participants will be able to: <ul style="list-style-type: none"><li>• Identify what works and what doesn't in presentations</li><li>• Structure presentations using an effective introduction, body and close</li><li>• Target the content to their presentation to suit the audience</li><li>• Recognize and adjust to the learning styles of the audience</li><li>• Deliver powerful presentations by using appropriate body language</li><li>• Manage question and answer sessions</li><li>• Deal with difficult questions</li><li>• Continuously improve delivery styles</li><li>• Feel more confident when delivering presentations</li></ul>
<b>Learning Methodology</b>	The workshop is delivered in an interactive learning setting and offers the opportunity to apply the concepts in a risk-free environment with simulated exercises and practices; mini case studies; trainer-facilitated group sharing and discussions, self-reflection and action planning; etc.
<b>Who Should Attend</b>	This program will benefit anyone who wish to learn a structured and concise approach in preparing and delivering a presentation that is more impactful, more engaging and more persuasive.