

## The Science of Presentation Skills™

This is a 1-day intensive training programme that will help participants to overcome stage fright and acquire basic presentation skills.

Besides learning to craft an effective storyline, participants will be exposed to the *Eightfold Path to an Effective Presentation™* which consists of 8 techniques relating to slide crafting as well as delivery. The programme will be a balance of theory and practice. The participants will be required to bring along a prepared presentation. Slides will be edited for improvement during the programme. Participants will also have an opportunity to deliver their presentations and be coached for delivery style. The active coaching method will be employed to drill the participants so that maximum results can be achieved in the shortest possible time.

### Schedule

| <b>Time</b>          | <b>Activity</b>   |
|----------------------|---|
| 9.00-10.45 a.m.      | Introduction<br>How to overcome nervousness<br>How to select the right storyline for a given objective<br><br>First 4 techniques:<br>- <b>Right Purpose</b> (slides are for the audience not the presenter)<br>- <b>Right Visibility</b> (how to display items visibly & attractively)<br>- <b>Right Position</b> (where to stand and how to move)<br>- <b>Right Focus</b> (the presenter is the main presentation, not the slides) |
| 10.45-11.15 a.m.     | <i>Break</i>  |
| 11.15 a.m.-1.00 p.m. | Remaining 4 techniques:<br>- <b>Right Audibility</b> (beneficial use of sounds & videos)<br>- <b>Right Connection</b> (how to maintain eye contact with the audience)<br>- <b>Right Style</b> (how to create slides that look professional)<br>- <b>Right Priority</b> (flexibility in using the slides to achieve main objective)<br><br>Individual Presentations with comments and coaching                                       |
| 1.00-2.00 p.m.       | <i>Lunch</i>  |
| 2.00-3.30 p.m.       | Individual Presentations with comments and coaching (continued)<br><br>Group Activity – editing and improving on selected presentations via file sharing  |
| 3.30-4.00 p.m.       | <i>Break</i>  |
| 4.00-5.30 p.m.       | Final Presentations – focusing on delivery techniques<br><br>Closing Ceremony   |