<center>**Effective & Impactful Presentation**</center>

Do you want to improve your presentation skills?
Do you want to achieve better results in your presentations?
Do you want to be able to influence decision-making through effective presentation?

Introduction

A presentation is more than just standing in front of an audience and reading through slides. It is a powerful tool to communicate ideas, influence thinking, and drive action. An effective presentation connects with the audience, conveys messages clearly, and achieves its intended objectives—whether that is to inform, persuade, inspire, or secure approval. To achieve this, presenters must understand and apply the key elements of impactful delivery. This includes structuring content logically, designing visuals that support rather than distract, and using voice, body language, and storytelling techniques to maintain attention and build credibility. It also requires adapting the message to suit different audiences, from senior executives to frontline staff. This program is designed to help participants transform their presentation skills from basic delivery to impactful communication. Through practical exercises, real-life examples, and interactive learning, participants will learn how to craft persuasive content, engage their audience, and present with confidence. By the end of the program, they will not only be able to deliver effective presentations but also use their skills as a strategic tool to influence decision-making and achieve organisational goals.

Program Objectives
This training aims to:
- Help organizations improve presentation skills of their employees
- Create awareness of the best way to prepare and deliver a presentation
- Improve presentation skills of participants

Learning Outcomes
After completing this training, participants should be able to
- Understand the different components in a presentation
- Prepare for the presentation taking into account of the audience
- Prepare presentation materials in the most effective way
- Understand the ways to improve the delivery of presentation

Who should attend?
Non-managerial, first-line management and anyone who has the interest to develop leadership skills in their lives

Methodology
Case studies, forum discussion, role-play, presentations, gamification

Program Outline

Time	Day One
9.00am–10.30am	**Mehrabian Model of Communication** In this module, participants will be exposed to the foundation of communicating ideas through lecture. Participants master the principle of communication includes decoding, encoding, and disturbance. Besides, the participants would know methods to overcome communication hindered through videos and discussion. They would undergo pre-test to evaluate their understanding of communication
10.30am-11.00am	**Break and Networking**
11.00am-12.00pm	**Effective Presentation - Body Language and Vocal** At the end of the module, the participant would master the most effective way of verbal and non-verbal communication through tips on how best to deliver the presentation. The participants would conduct a presentation through a video recording. From the video recording the participants would identify their limitations and way to improve the verbal and nonverbal
12.00pm-1.00pm	**Effective Presentation - Understanding your Audience** In this module, the participant will understand the different types of audiences that they may face when presenting. Through forum discussion, they will reflect on their previous experiences and learn on how to handle them. Participants will role-play to improve their skills in handling audiences.
1.00pm-2.00pm	 **Lunch Break and Networking**
2.00pm-3.30pm	**Effective Presentation - Concise & Impactful Slides** Through sharing by the facilitator in this module, participants will be taught the most effective way to prepare slides, including what to avoid in designing slides and what tips will give the most impact to their audience. They will cement the learnings through assignments to prepare slides for them to present.

3.30pm-4.00pm	**Break and Networking**
4.00pm-5.00pm.	**Effective Presentation - Putting it all together** At the end of this program, participants will be able to put all the lessons learnt throughout the day by practicing the tips given and present their prepared slides to all. The participants will give and receive feedback on their performance. Participants will gain confidence in presenting in the future.