



# HOW TO MASTER PUBLIC SPEAKING AND PRESENTATION

## OVERVIEW

This two-day seminar is intended for both amateurs and professionals seeking to improve their communication, presentation and public speaking skills. The workshop will focus on the dynamic and engaging training fundamentals to reach ultimate success and achievement.

While assessing existing communication skills, the workshop will highlight on essential aptitudes critical to effective communication. The workshop is conducted in an extremely humorous and interactive style with hands-on approach, positioning the participants to comfortably exude poise, confidence and persuasion, speaking to any audience whether small or big!

## OBJECTIVES

- ✚ Overcome the fear of public speaking
- ✚ Understand and effectively demonstrate all the fundamental presentation aptitudes
- ✚ Learn to utilise verbal and non-verbal techniques to persuade an audience
- ✚ Instantly 'think on your feet' in meetings and in front of a crowd
- ✚ Turn the attention away from being self-centred and actively involve the audience
- ✚ Connect with any audience and compel them into action
- ✚ Dramatically boost sales and increase closing ratios
- ✚ Effectively use visual aids to enhance presentation

## WHO SHOULD ATTEND?

Anyone who gives presentations to small groups or large audiences: Management Meeting; Sales Presentations; Employee Presentations, Briefings, Conferences and Public Speaking Engagements

- ✚ Module 1: Elements of a Good Communication
- ✚ Module 2: First Impressions
- ✚ Module 3: Establishing the Baseline
- ✚ Module 4: Developing Spontaneity
- ✚ Module 5: Creating a Stronger Presence
- ✚ Module 6: Eye Contact and Facial Expressions
- ✚ Module 7: Making Presentations Fun
- ✚ Module 8: Using the Voice Effectively
- ✚ Module 9: Taking Out the Trash
- ✚ Module 10: Techniques for Greater Impact
- ✚ Module 11: Managing Questions and Answer Sessions

## WORKSHOP OUTLINE

If you have any enquiries, please contact

+60 (3) 56213630 or

email: [info@comfori.com](mailto:info@comfori.com)

**SBL CLAIMABLE**



MINISTRY OF FINANCE  
MCM No. 331-000484-0

