

Topic:	<b>Presentation Skill</b>
Target Group:	Professionals who need to present frequently in front of their customers or superiors, such as managers and etc.
Benefit to participants:	After the training, the participants will get much better self-confidence, and also to build up their professional image, know how to influence their audience, effectively introduce their project, product, elaborate their proposal and so on.
Duration:	2 days (9 am ~ 5 pm)
Outline:	<p>Day 1</p> <p>How to be a professional presenter:</p> <ul style="list-style-type: none"> <li>• Quality of professional presenter</li> <li>• Self-confidence - psychological preparation</li> <li>• Content and material preparation</li> <li>• Build up your first image</li> <li>• How to make an impressive opening</li> <li>• How to use your body language</li> <li>• How to project your voice</li> <li>• How to arrange your PPT slides</li> <li>• How to understand and interact with your audiences</li> <li>• How to handle Q&amp;A session</li> <li>• Answering skills</li> </ul> <p>Day 2</p> <p>Practical demo exercises:</p> <ul style="list-style-type: none"> <li>• Each participant will conduct a 10 minutes presentation</li> <li>• All demo presentations will be recorded as video</li> <li>• The participants will learn how to evaluate presentation made by others</li> </ul> <p>Overall evaluation (in the afternoon):</p> <ul style="list-style-type: none"> <li>• All demo will be replayed and evaluated</li> <li>• Sharing, comments from trainer and the class</li> <li>• Q &amp; A</li> </ul>
	End of the day

**Note:**

As the time allocate to each participant is limited, so the class size is good for about 12 people only.

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