

## **Advanced Presentation Skills (2 days)**

### **Objectives**

- Understand the principles of effective business presentation
- Explore the practical model of PowerPoint presentation
- Practice writing and presenting with common business ideas/issues
- Coaching and feedback

### **Target audience**

- Experienced professionals and managers who need to sharpen their daily effectiveness in both presentation and thinking practice
- No more than 12 people

### **Methodology**

- Lecturing, demonstration, case study, group/individual home assignment and presentation

### **Agenda and Topics**

#### **Day I Morning**

- Impromptus speech and video taping, feedback
- What does effective business review/customer presentation look like?
- What do the “boss” or customer want to hear?

#### **Day I Afternoon**

- What is the ideal structure for business review or customer presentation?
- What does professional PowerPoint look like?
- Demonstration – World’s Best Presentations
- Group Assignment – Your group presentation on a business related topic
- Group presentation and video taping, feedback

#### **Day I Individual Home Assignment**

- To prepare a 10-min PowerPoint presentation (prefer business related topic)

#### **Day II**

- How to gain interests & answer questions?
- How to present like a professional?
- Individual home assignment practice, group feedback and coaching