

# Could you make a persuasive presentation, and support your boss in quickly making decision?

Have you ever found yourselves in such situation?

- ✓ The structure of the presentation is not appropriate, so listeners are confused and don't know what action he should take?
- ✓ Listeners are not persuaded because the main points and reasons in the presentation are not logically linked with each other.
- ✓ Lack of confidence, small voice or fast speed give a bad influence on listener's understanding.

Our "Presentation Skills Development" course will help to understand important points in making presentation's material, presentation's structure and speech, in order to grasp the attention of listener and urge them for quick action.

## Presentation Skills Development

Target: Leader; newly promoted Manager and candidates for Manager position, etc.

Training venue: At client's company as required ( 2 days)

### Objectives

- Understanding basics from preparation step to performing the presentation;
- Understanding key points and being able to give persuasive presentation .

### Content

#### Part 1: Basic of Presentation

- What's presentation?
- 3 elements of presentation (Presence x Contents x Delivery)
- The method to enhance presence
- Clarifying "5W2H"  
~ 「Why : Purpose, Who : Listener, What : Contents, Where : Place, When : Timing, How : How to deliver」

#### Part 2: Make an effective presentation!

2-1. Contents : Making presentation material

- <Process>
- Clarifying the purpose
- Clarifying the message
- Designing the storyline (Making the outline)
- Making slides
- Finalizing slides
- <Points>
- Designing slides which are easy for others to understand  
(Font & Size, Graph & Chart, Layout, Colors etc...)

2-2. Delivery :

- The rule of Mehrabian

#### <Process>

- Preparation (Checking and setting equipment up, Printing material etc...)
- Opening
- Presentation
- Conclusion (Closing)

#### <Visual>

- Standing posture
- Expression
- Gesture
- Eye contact

#### <Vocal>

- The loudness of the voice
- The speed to speak
- How to intonate
- How to pause
- The rule of "Kiss" (Keep It Short & Simple)
- Finding and breaking bad habits of the vocal and visual

#### <Other points>

- How to answer the questions from listener
- Managing presentation time

#### Part 3: Action Plan

\* The above content is subject to change without prior

notices.



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