

PRESENTATION SKILL DEVELOPMENT

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 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.

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. Content (Making presentation material)

- ◆ Clarifying the purpose
- ◆ Clarifying the message
- ◆ Designing the storyline (Making the outline)
- ◆ Making slides
<Point>
- ◆ 1 slide 1 message
- ◆ Designing slides which are easy for others to understand

(Font & Size, Graph & Chart, Layout, Colors etc...)

2.2. Presentation

- | | |
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| <ul style="list-style-type: none"> ◆ The rule of Mehrabian
<Process> ◆ Preparation
(Checking and setting equipment up, Printing material etc...) ◆ Opening ◆ Presentation ◆ Conclusion (Closing)
<Visual> ◆ Clothes ◆ Standing posture ◆ Expression ◆ Gesture ◆ Eye contact | <ul style="list-style-type: none"> <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 question from listener ◆ Managing presentation time |
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Part 3: 1 Summary and Action Plan

※The above content is subject to change without prior notices



OBJECTIVES



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

TARGET



- ☒ Staff
- ☒ Middle-Management
- ☒ First-line Management
- ☐ Top-Management

METHOD



30% theory, 70% practice through group discussions, presentations, case studies, role-playing, games, etc.



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