



# Mastering The Art of Presentation

Engage, Inspire & Persuade

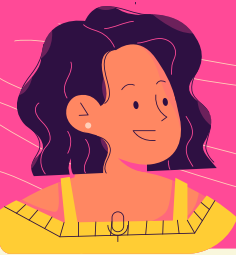
## Overview:

Unlock the secrets to delivering presentations that captivate your audience, inspire action, and leave a lasting impact. This dynamic 2-day course is designed to equip you with the tools and techniques to communicate effectively, craft compelling messages, and present with confidence.

Through hands-on activities, group discussions, and practice sessions, you'll learn how to structure your ideas, use engaging body language, and leverage storytelling to connect with your audience. Whether you want to influence, persuade, or inspire, this program will empower you to take your presentation skills to the next level.



## What you will learn:



1. Develop effective communication and presentation skills to engage and connect with diverse audiences
2. Learn to structure and deliver content that inspires, persuades, and leaves a lasting impact.
3. Gain confidence through practical activities and feedback to deliver polished, professional presentations.

Date

**19 - 20 May 2025**

Time

**9:00 a.m. - 5:00 p.m.**

Venue

**Concorde Hotel, Kuala Lumpur**

**Early Bird Price:**

**RM2,340**

*register before 5 May*

**Normal Price:**

**RM2,600**

*(inclusive of SST)*

Please collect your RM20 TNG eWallet reload pin at registration desk.

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# Mastering the Art of Presentation: Engage, Inspire and Persuade

## DAY 1

### MODULE 1: THE FOUNDATIONS OF PROFESSIONAL PRESENCE

- Understanding the significance of personal presentation in the workplace
- Exploring the connection between self-esteem and self-confidence to professional presence
- Identifying personal strengths and areas for improvement

### MODULE 2: INTERNAL CONFIDENCE BUILDING

- Techniques for boosting self-esteem and self-confidence
- Overcoming common insecurities and self-doubt
- Practicing positive self-talk and mindset shifts

### MODULE 3: PERSONAL APPEARANCE MATTERS

- The role of attire and grooming in professional presentation
- Guidelines for appropriate workplace dress codes
- Tips for selecting and coordinating professional attire

### MODULE 4: EFFECTIVE COMMUNICATION SKILLS

- Difference between Verbal and Non-Verbal Communication
- The art of vocal delivery: tone, pitch, pacing, and volume.
- Managing stage presence: posture, movement, and confidence on stage.
- Using pauses for emphasis and engagement.

### MODULE 5: ENGAGING WITH VISUAL AND SUPPORT TOOLS

- Designing and using slides effectively
- Incorporating props, videos, and other aids to reinforce your message.
- Handling technical issues with poise.



## DAY 2

### MODULE 6: CONNECTING WITH YOUR AUDIENCE

- Techniques for building rapport and maintaining attention.
- Adapting your style to suit the audience and context.
- Using storytelling and anecdotes to connect emotionally.
- Adapting your delivery to different audience types (e.g., formal vs. informal settings).
- Handling challenging scenarios: difficult questions, disengaged audiences, and time constraints.

### MODULE 7: USING STORYTELLING AND EMOTIONAL APPEAL

- Crafting compelling stories to connect with your audience.
- Incorporating emotional elements to inspire and persuade.

### MODULE 8: OVERCOMING CHALLENGES IN DELIVERY

- Managing nerves and unexpected situations during presentations.
- Strategies for staying calm and composed under pressure.

### MODULE 9: PUTTING IT ALTOGETHER

- Integrating learnings from previous modules into real-life scenarios
- Presentation by participants - peer feedback and evaluations
- Trainer's Individualized feedback and Tips
- Action plans for continued practice and actual usage for further growth and development in this area



# Mastering Communication Using NLP – Speak & Write Like a Pro



## TRAINER'S PROFILE

The Trainer is seasoned trainer, advisor, and consultant with over 25 years of corporate experience in strategic market development, product launches, and customer relationship marketing in the FMCG and B2B sector. Over the years, the Trainer has honed her skills in leadership and business development during her role as Managing Director at Bakels Malaysia and Regional Channel Manager at Fonterra. During these roles, she not only managed large-scale operations but also focused on talent management, recognizing the crucial role of training in fostering both individual and organizational growth.

Her training approach is highly immersive and hands-on, emphasizing practical activities that are tailored to meet the specific needs of her trainees. She has successfully developed and delivered training programs across various sectors, particularly focusing on entry and mid-level management.

She holds a Bachelor of Business Administration from Acadia University, Canada (1997), and is a TTT Certified and Accredited Trainer under HRD Corp. Her areas of expertise include leadership competency assessments, managerial skills, people development, talent management, cultivating high-performance work teams, and communication and presentation skills. She adopts a consultative approach in her training, customizing programs to fit the specific needs of her clients' industries, ensuring each training session is relevant and impactful.

## REGISTRATION DETAILS

### PARTICIPANT DETAILS

Name:
Position:
Department:
Contact Number:
Email:
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Name:
Position:
Department:
Contact Number:
Email:

### ADMIN DETAILS

Name:
Position:
Department:
Company:
Contact Number:
Email:
Address:

Payment Method:  Direct Payment  Claim HRD

#### Notes:

- For cancellation less than 14 days before or non-arrival on the training day, no refund will be given. Substitution is allowed.
- Should the number of participants be too low to make the course a meaningful learning experience, Symphony reserves the right to postpone or cancel the training.
- HRDC grant application shall be applied and approved before the training day. Maximum claim from HRDC is RM1,750 per day. The balance, if any, is to be topped up by client.

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