

SYNOPSIS

Public speaking, engaging audiences and speaking with confidence may not be activities that we frequently face. Yet business reality demands that we be active in meetings, client pitches and team briefings, which all require us to be able to speak confidently, assertively and ensure that our messages are understood.

This interactive workshop is designed to provide an understanding of the principles of presenting to and engaging an audience. We cover the platform techniques required to engage an audience and deliver a powerful message using both visual and non-visual aids. Throughout the workshop, you will present and practice new skills and you will leave with recording of your presentation with feedback from the facilitator and group.

This two day course is designed to help you develop skills that will enhance your delivery and reaching out to your audience effectively. Participants will be engaged in a full range of hands on class experience to improve presentation skills, social interaction skills, visual aid preparation etc. In addition, a Prezi Training sessions are delivered with hands-on, interactive, and fun – with plenty time to put your new Prezi skills into practice and receive 1-1 feedback from the trainer. Throughout the session you'll learn all the technical skills required to master Prezi – including how to insert images, sound and more, enabling you to complete a great presentation of your own as you learn.

As a great deal of class time will be spent in a variety of interactive formats, active participation is essential.

BIODATA

Danaraj Chandrasegaran P.Eng MIEM CEng MIMechE. He is a Chartered Engineer and has honours degree in Mechanical Engineering from University of Technology Malaysia. He also holds a MEng degree in Mechanical Engineering from University of Malaya. He also presently a committee member with The Institution of Engineers Malaysia and Institution of Mechanical Engineers (UK) Malaysia Chapter.

Since starting his career as a Mechanical Engineer, Danaraj has had a varied service; both in front line project execution as well as in technical, training, and management functions. His career has a diverse outlook on project execution ranging from building construction, marine, mining and energy industry; as a mechanical engineer. He has worked on several large scale projects worldwide such as Shell Malikai TLP and Barzan Offshore Project. In addition, had delivered many projects successfully collaborating with vendors and subcontractors alike.

LEARNING OUTCOMES

At the end of the course participants will:

- Acquire better core presentation fundamentals.
- Will understand all the possible use cases for adopting Prezi in their own work processes.
- Will be able to create a basic Prezi presentation.
- Understand the purpose and value of powerful presentations
- Analyse audience needs and create presentations accordingly
- Set objectives and plan an appropriate structure
- Use your improved platform skills to answer audience questions with confidence
- Create a compelling presentation to fine tune your presentation skills following feedback from the facilitator

THE COURSE SCHEDULE & OUTLINE

TIME/DAY	Day 1	Day 2
08:30 – 09:00	Registration	Registration
09:00 – 09:15	Tea/Breaking session. Presentation essentials	Adding interactivity to your presentation
09:15 – 10:30	Structuring your presentation	Technical Training – Prezi Advanced
10:30– 10:45	Tea Break	Tea Break
10:45– 11:30	What is Prezi? How can Prezi help me?	Handling your audiences and their questions effectively
11:30 – 13:00	Technical Training – Prezi Basics & Workgroup 1	Closing the presentation. Practice Session - Individual
13:00– 14:15	Lunch	Lunch
14:15– 15:45	Developing business presentation	Logistics and stage management
15:45– 16:00	Tea Break	Tea Break
16:00– 16:45	Workgroup 2	Q&A/ Feedback/ Summary

PERSONAL DATA PROTECTION ACT

I have read and understood the IEM's Personal Data Protection Notice published on IEM's website at <http://www.myiem.org.my> and I agree to IEM's use and processing of my personal data as set out in the said notice.