



## HIGH IMPACT BUSINESS PRESENTATION SKILLS TRAINING

### OVERVIEW

This module focuses on the developing one's presentation skills in various contexts. This practical workshop will help boost the participants' confidence, train them on how to conquer the podium and deliver presentations that get results.

### TARGET PARTICIPANTS

Professionals (rank-and-file, supervisors, and managers); Students as secondary target

### OBJECTIVES

By the end of the module, the participants should have been able to:

- Present with confidence
- Apply the fundamentals of presentation skills
- Use nonverbal cues effectively
- Use appropriate visual aids
- Organize the presentation logically
- Handle audience appropriately

### COURSE OUTLINE

Module 1 – Fundamentals of Presentation

- Types and elements of presentations
- Tips for an ethical speech

Module 2 – Developing a Presentation

- Selecting and narrowing topics
- Determining the purpose
- Analyzing the audience
- Gathering references
- Designing the presentation

### Module 3 – Using Presentation Aids

- Handouts
- PowerPoint
- Projectors

### Module 4 – Using Nonverbal Cues

- Eye contact
- Gestures
- Body language
- Voice
- Facial expression
- Mannerisms
- Attire

### Module 5 – Master Tips during Presentation

- Handling nervousness
- Dealing with the audience

**SEMINAR FEE:** Pay in full 5 days before the seminar and avail our early bird rate of **Php 2,700 per head (Regular rate: Php 3,000 per head)** which will comprise meals during the training, handouts and all necessary materials. We are also offering in-house training and seminars depending on the need of the companies.

#### **TERMS ON PAYMENT:**

- Pay in full 5 days before the seminar and avail our early bird rate of Php 2,700.00 only.
- Payments on the day of the seminar must be on cash basis only.
- Payments made through Checks can only be made through company checks. Personal checks can be accepted provided that it is an advance payment.
- Walk in participants shall pay the regular rate either through cash or check provided that the check is under a BDO account and payable to iLearn Professional Solutions Inc. and that the same was declared good.
- Senior /students and/or person with disability, is given a special privilege of 20% discount provided that payment be made any time before 5 days of the scheduled seminar. On site payment of the students and seniors shall be entitled of 10% discount.
- Upon payment, proof must be forwarded through email or fax to 4842342.
- Proof of payments (original deposit slip) shall be required for presentation on the day of the schedule.

#### **CANCELLATIONS**

- Cancellation 5 days before the scheduled seminar: FULL AMOUNT
- Cancellation 3 days before the scheduled seminar: 70% REFUND
- Cancellation at the scheduled seminar: ALL PAYMENTS SHALL BE FORFEITED

For further information, you may visit our website at [www.ilearnph.com](http://www.ilearnph.com). You may also directly call us at 09395581888 or 09156406325 or through our office landline number 02-2557593 / 02-4841904 / 3704792. You may also visit our company office at #2563 Lemery Street, Malate Manila. Or send us an email through [admin@ilearnph.com](mailto:admin@ilearnph.com)

Allow us to be part of your improvement and success.