

MANAGEMENT DEVELOPMENT SERIES

Presentations Alive!

Using Accelerative Learning to Transform Your Presentation Skills



jointly organised by

PRICEWATERHOUSECOOPERS  and People Potential Sdn Bhd

Presentations Alive!

Using Accelerative Learning to Transform Your Presentation Skills

Presentations Alive! is designed & conducted using **Accelerative Learning (AL)**. This means participants will build their skills more quickly *and* enjoy the learning process. It is now widely accepted that if you are relaxed and enjoying the training, you will learn faster and more easily.

Participants learn **NLP (Neuro-Linguistic Programming) skills** that help them use their non-verbal communication to address the individual preferences of their audience. NLP, together with AL, is regarded world-wide as among the most powerful technologies for change available today.

Part of the AL technique is to be in a quick, short feedback loop. While practicing several rounds of their presentation, as new skills are added on, participants get continuous feedback from their peers and the trainer. As a result, even by the end of the first day, participants notice a significant improvement in their presentation skills.

Who Should Attend

Anyone who believes that it is a generic competency for an effective organization, that it builds confidence and leadership qualities. In short, any time someone speaks—upwards, downwards, to peers, to clients—she is making a presentation and needs to attend this.

Workshop Materials

The high-quality printed program materials address issues both during and after the program.

- The *workbook* is designed according to AL principles using colour, visuals, and key points.
- A *feedback pad* encourages participants to give useful and specific feedback to each other.
- And participants also receive a set of *pocket-sized reminder cards* with all the key points of the program.

Workshop Leaders

The program will be co-facilitated by the following two leaders:

Regina Morris is a Master Trainer and a Master Practitioner in Neuro-Linguistic Programming NLP. As a Master Trainer in Building Bridges, The First Thirty Seconds, and Presentations Alive!, she trains trainers and licenses them to these programs. Regina received her bachelor's degree in Communications from the United States and a Certificate in Training and Development from the UK. Last year, she qualified as a Master Practitioner in NLP from NLP Comprehensive, Colorado, USA, earning for herself the unofficial tag "star student"! Regina brings to her participants 14 years of communications and training experience in South-East Asia and Africa. Regina's enthusiasm in the classroom is infectious and participants leave confident, and equipped with practical skills.

Terry Netto is Managing Director of People Potential and a Master Practitioner in NLP. He is one of 6 Master Trainers in the world for 'Think On Your Feet'® (TOYF), and his unique 'Learning Party' approach to teaching TOYF® has won him wide acclaim. He consults and trains middle and senior management in Asia and Africa in Communication and Leadership, using NLP and Accelerative Learning in his approach. His clients include Motorola, Singapore Civil Service College, Singapore Housing Development Board, Intel, Dupont, Esso, Seagate, Micron, Dell, Merrill Lynch and General Electric. Terry has trained and spoken in over half a dozen countries. Terry's humour and charisma, coupled with his wide experience, adds depth and breadth to the workshop.

Objectives & Benefits

By the end of our **Presentations Alive!** Program, participants will see and hear a significant (and often dramatic) change in their presentation ability. They will transform their presentation ability in the following four areas. Participants will:

- Be able to organize & structure their presentation TEXT logically, concisely and impact fully using the TEXT TEMPLATE. They will see, hear, and feel a dramatic difference in their organisation.
- Be able to use NON-VERBAL COMMUNICATION in specific ways to reach the varied preferences of their audience. They look and sound more confident with the several rounds of practice in different group formations.
- Know dos and don'ts for designing and delivering with VISUAL AIDS. They create new and better visuals, AND deliver them more effectively.
- Know methods for CALMNESS & CONFIDENCE. They learn to take control of those butterflies and turn them into positive energy.

And they will enjoy the workshop more than they expect to.

Core Contents

The workshop has the following core contents and is

GETTING STARTED

Getting first-hand experience of performing the skills

- Initial Presentations (Participants are videotaped individually)
- Videotape View back and Feedback Session

TOOLS

Tool #1: Prepare Your Text

Only 2 Rules in Presentations Skills: 1. Prepare 2. Prepare

- Gather Audience Information
- Using a Text Template
- Clarify Objectives
- Writing & Structuring Your Text
- 5 Memory Principles
- The Opening, Body, Close, Main Message

Tool #2: Non-Verbal Communication – Remember: Only 7% of our meaning comes from words; 93% comes from the non-verbal.

- Using Voice Variation & Emphasis
- Using Specific Gestures
- Using Eye Contact for Rapport
- Using Posture

Tool #3: Visual Aids – YOU are the primary medium for delivering a presentation; therefore you'll need to know the:

- Dos and Don'ts of Visual Aids

Tool #4: Calmness & Confidence – The condition of the Body influences the state of the Mind. Learn

- Relaxation & Warm-up Exercises

NEXT STEPS – See the difference between then & now!

- Final Presentations (Participants are videotaped individually)
- Videotape View back and Feedback Session
- Review
- Applying Your Learnings (Post-Program Tracking)

Registration Form

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To Transform Your Presentation Skills

Date: 14 to 15 March 2002
Duration: 9 am to 5 pm (2 days)
Venue: The Regent Singapore*
Fee: S\$875 for PwC clients / S\$955 for non-clients

All fees are inclusive of 3% GST, notes, refreshments and lunch
* The organiser reserves the right to change the date or venue due to circumstances outside our control

Please register the following participants

1. Name: Mr/Ms _____
Designation: _____
2. Name: Mr/Ms _____
Designation: _____
3. Name: Mr/Ms _____
Designation: _____
4. Name: Mr/Ms _____
Designation: _____
4. Name: Mr/Ms _____
Designation: _____

CONTACT PERSON

Mr/Ms: _____
Designation: _____
Company: _____
Address: _____
Tel: _____ Fax: _____

Enclosed is cheque for S\$_____ (Cheque no. _____)
made payable to "**PricewaterhouseCoopers**" and attention it to "Marketing
and Communication Dept".

Registration

Reservation can be made by telephone/telefax but will only be confirmed upon receipt of registration form and cheque.



236 3953/7



236 3300



PricewaterhouseCoopers
8 Cross Street #17-00
PWC Building
Singapore 048424
Attn: Maimunah/Siti

Cancellation & Transfer Policy

If you are unable to attend, a replacement is welcome. For cancellations received in writing at least five (5) days before the seminar a full refund will be made. For cancellations received in writing less than five (5) days prior to the seminar date, we will transfer the payment to a future seminar/workshop of your choice.

Enquiry/Reservation Hotline

For registration and reservation enquiries, please call **Ms Maimunah** or **Siti** at 236 3953/7.

Award of Certificate

Certificate of Attendance will be awarded on successful completion of the workshop.

On-Site Training

You can also have this course presented at your organisation to meet your specific needs.

For information, please call Tony Moore at 236 3155 or Simon Calvert at 236 4065.