

# 4. PRESENT LIKE A PRO

**Learn the time-tested techniques for preparing and delivering clear and compelling presentations.**

DURATION: 1 day, 9am – 5pm

FORMAT: In-person or Zoom

MAX. CLASS SIZE: 20 pax

PRICE: \$5,000 (Additional \$900 if you would like us to provide a venue and stationery. We don't charge GST. Price includes programme customisation, courseware development, course materials, activity design and facilitation.)

## Buzz Activity 1 – Lightning round of Presentation Practice (Part 1)

- A series of informal presentations among small groups for a warmup and to set a baseline for presentation practice during the course

## Assemble your Presentation Skills Toolkit

- Overcome common Challenges of presentations to achieve Calm and Confidence
- Review inferences from observations of Buzz Activity 1
- Video Analysis – Share observations to trigger discussion on aspirational elements of effective presenters and communicators
- Adopt the 3Ps of Presentation (Prepare, Practise, Present)
- Use the CAPS framework to improve presentations

## Connect With Audiences

- Use Vocal, Verbal and Visual techniques to present clearly
- Best practices adapted from guidelines and presentation templates (including suitable fonts, sentence length, visual aids)

## Buzz Activity 2 – Lightning round of Presentation Practice (Part 2)

- Learners will be given 30mins to plan and a few selected to present to an in-house panel (mix of various stakeholders sharing general comments). Participants will also be assigned roles as peer reviewers for their course mates

\*Topics can be pre-selected as an option for learners, or they may use a preferred topic of expertise/related to work (non-confidential).

Review and Reflections – Sharing of peer observation notes and wrap up comments from CSA's representatives with trainer comments



For Enquiries, please email [graspguru@gmail.com](mailto:graspguru@gmail.com)