



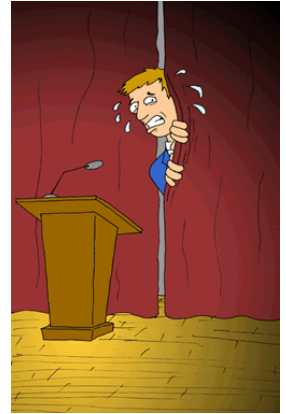
RIGHT

People . Training . Company

Presentation

They say..

Conducting a presentation or speaking before an audience is feared more than heights, flying or as mentioned in one survey even dying! It's crazy but if this is true most people would prefer to be lying in the casket than to give a eulogy. In the business world, however, there is no avoiding having to present a product, a report, or an idea. It is necessary, therefore, to have the confidence to be able to present effectively. Develop this confidence by developing your employees' skills. Develop their skills by knowing what skills they already have. This workshop allows the participants the chance to assess and develop the presenter in them and put together an action plan to use techniques for getting their message across, keeping their audience interested and eliciting the desired reaction.



The Workshop would be a two-day , a week apart skills development training. It starts with a gap analysis of each learner's presentation skills vis-à-vis the ideal. This analysis would enable the learner to develop a Skills Inventory, which may be used to identify areas for improvement. Effective presentation techniques and guidelines will be taught and demonstrated through a series of lectures and experiential activities. By the end of the workshop, each learner will demonstrate learning by simulating a work-related presentation. The presentations will be videotaped and will be critiqued by the learner, the class, and the trainer. Feedback and the learner's progress will be recorded in the Skills Inventory which will be used by the learner to identify further development needs, and track progress.

Workshop Objectives

By the end of the workshop, the learners would be able to:

- Assess their strengths and their areas for improvement as speakers and presenters
- Learn and practice techniques for effective presentations
- Manage interactions with the audience
- Respond effectively to difficult questions and situations
- Use presentation tools more effectively
- Build an action plan for developing their presentation skills in relation to their job requirements

Pre-workshop requirement:

Participants should prepare a 5-7 minute presentation with visual aids which they will use in the diagnostic activity at the beginning of the workshop.

Presentation Dynamics

Course Content

Day 1

- Presentation Skills Diagnostics – recognizing one’s inherent skills and areas for improvements
- Facing the presentation challenge, what do we others do?
- Five Steps to successful presentation
- Building the platform skills
- Getting your message across clearly through structures

Day 2

- Developing knockout presentation materials
- Managing your audience
- Dealing with hecklers
- Putting it all together.

The Facilitator



Edwin C. Ebreo is the President of exeQserve, Corp. and HR Manager of CheQ Systems. He is also an Organization and Human Resource Development Consultant for a number of companies, a career advisor, an Advanced Toastmaster and a consummate blogger (<http://anythinghr.blogspot.com>) . He used to serve as Human Resource Director for Athena E-Services, a BPO company. He once served as Human Resource Manager for three sister companies, Ingenium Technology Inc., PETNET Inc., and A.V. Ocampo Group, where he was responsible for the development and implementation of company-wide HR and OD plans. Ed’s experience in managing the human resources department of companies that engage in I.T. Business Process Outsourcing, Retail, Financial Services and Insurance gave him an in-depth experience in dealing with various types of organizational situations.

Edwin took up A.B. Mass Communication at New Era University; He has been conducting various Training and teambuilding workshops for the last 14 Years. Edwin has designed and facilitated in-company and public seminars on such topics as but not limited to:

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|---------------------------|----------------------------|-------------------------|
| ▪ Trainers Training, | ▪ Leadership | ▪ Teambuilding |
| ▪ Coaching, | ▪ Performance | ▪ Presentation Dynamics |
| ▪ Customer Service, | Management | ▪ Visioning Exercise |
| ▪ Creative Selling | ▪ Basic Supervisory Course | ▪ Creativity |
| Techniques, | ▪ Dynamic Presentation | ▪ Time Management |
| ▪ Effective Communication | Skills | ▪ Change Management |



ENROLLMENT FORM

Presentation Dynamics

August 13 and 20, 2010 (One week Apart)

9:00 to 5:00 P.M.

Venue: TBA

FEES

Regular Enrollment Php 6,720.00 / pax

FEES INCLUSION:

- Ⓞ Certificate of Completion
- Ⓞ Basic Training Toolkit
- Ⓞ Meals

PAYMENT DETAILS:

Full payment of the enrollment fees on Day 1. Please make checks payable to ExeQserve, Corporation

PARTICIPANT DETAILS:

Company Name: _____

Address: _____

Complete Participant/s Name: _____

Phone No: _____ Fax. No. _____ Mobile No. _____

Please email this form to ecebreo@exeqserve.com or fax to 8933199 loc 103

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