



WANFAH PROSPER PLT

<https://wanfahprosper.com/public-speaking-and-presentation-skills/>

PROGRAMME OUTLINE for PUBLIC SPEAKING AND PRESENTATION SKILLS

DAY 1

9.00am to 10.00am

Module 1: Your Presentation Now

- Introduction to Presentation
- Where am I now?

10.10am to 10.15am

Morning Break

10.15am to 1.00pm

Module 1: Your Presentation Now (con't)

- The Good and Bad

Module 2: Guidelines in the Preparation

- Planning Stage – Fact Finding and Analysis

1.00pm to 2.00pm

Lunch Break

2.00pm to 3.15pm

Module 2: Guidelines in the Preparation (con't)

- Designing Stage – Do's and Don'ts in Presentation Modes

3.15pm to 3.30pm

Afternoon Break

3.30pm to 5.00pm

Module 2: Guidelines in the Preparation (con't)

- The “Power Formula”
- The 4 P's in Presentation

DAY 2

9.00am to 10.15am

Recap from Day 1

Module 3: The Presentation

- Deal with the “enemy” within
- The Dangerous Traps
- Image and Impressions



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10.15am to 10.30am

Morning Break

10.30am to 1.00pm

Module 3: The Presentation (con't)

- Images and Impressions (con't)
- Postures and Gestures
- The Power of Silence

1.00pm to 2.00pm

Lunch Break

2.00pm to 3.15pm

Module 4: Complex Presentations and Handling Audience

- Technical Information for Non-technical Audience
- Handling Questions and Answers Session

3.15pm to 3.30pm

Afternoon Break

3.30pm to 5.00pm

Module 4: Complex Presentations and Handling Audience (con't)

- Handling Questions and Answers Session
- Getting the “Buy-in”
- Final Individual Presentation