

# DYNAMICS OF MAKING PRESENTATIONS™

## Introduction

Ability to make effective presentations can be critical to success as a manager or professional in communicating information to an audience. In public speaking, the objectives may include informing or entertaining and the presenter can become a catalyst in knowledge transfer. A presenter's success comes from planning and preparation of visual aids, such as power point slides, as well as the confidence displayed in voice, posture and body language. This program focuses on both technology as well as style and confidence building.

A presenter's natural style is usually the one that comes most easily and helps them feel more confident. This style is really a part of one's personality and discovering this is the first step towards becoming comfortable in speaking before an audience. Knowing this, helps the presenter select the most effective tools, techniques and approach, as these differ with each personality type.

And if we have to 'act' against our natural self, we will actually be more stressed than confident. And managing stress and building confidence and competence is the core of this program.

## Learning Objectives

### *By the end of this program, participants will*

- Understand how personality, gender and culture influence thinking, emotional and learning styles.
- Recognize a range of different thinking styles and types related to this program.
- Know how to prepare an effective and well organized presentation with optimal use of time
- Understand the type of tools and techniques that best match their personality type.
- Know the methods to build confidence and calmness before presentations, including the control of nervous energy and body language and voice
- Understand the basics of communication, perception, and whole brain thinking and how to optimise learning when making presentations
- Develop a personal development action plan for building the competence and confidence as a presenter

## Workshop Contents

- Influence of Personality, Gender and Culture on Thinking and Learning
- The Communication Process in Presentations
- Guidelines for Effective Communications
- Some Strategies, Techniques and Skills
- Suggestions for the Use of Basic Empathy and Rapport Building
- Intercultural Communication
- The Presenter as a Communicator
- Personal Development Action Plan (PDAP)
- Preparing a Presentation
- Use of Audio-Visual Aids
- Verbal and vocal projection: quality, tone, pace, pitch and volume
- Non verbal aspects, such as position, posture, movement, facial expression and eye contact
- Practice and Confidence Building
- Evaluating effectiveness of a presentation
- Producing a personal development action plan

## Workshop Methodology

A key and unique feature of this workshop is that all participants will complete a personality traits survey form, resulting in a detailed personality profile. This will enable participant's to discover their own preferred cognitive and emotional styles, which in turn can strongly influence the dynamics of thinking and learning relating to this workshop.

Workshop design incorporates a variety of methods to both stimulate active learning and appeal to the mix of participants preferred learning styles. Building on participant personality profiles, a number of interactive exercises, games and group discussion help them to understand the different thinking skills needed. Where appropriate, selected multimedia, video or power point visuals augment a comprehensive manual of notes. The workbooks are professionally laid out, appealing to the learner and capturing key learning points and post workshop actions.

## Workshop Duration

This can be designed as a 1, 2 or more intensive 3 day workshop, subject to client's needs.

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