



# **Creating an Impact with Your Presentation**

## *Highlights*

- Preparing a great presentation using a simple, but highly effective framework
- Capturing the audience's attention within the first 60 seconds of the presentation
- Learning how to prepare effective notes
- Using the pace, tone, and pitch of their voice to create enthusiasm and interest in the audience
- Using eye contact to connect with the audience
- Using body language and movement that is effective and not distracting to the audience.
- Overcoming your anxieties
- Organizing your environment for maximum efficiency and effectiveness
- Managing Question & Answer sessions

**Seminar Facilitator**  
**Mr. Adam K. K. Wong, B.Acc, FCPA, Certified Professional Trainer**

**Seminar Duration**  
**1 Day, 9:00am to 5:00pm**

## Seminar Background

In today's highly competitive business environment, one of the key elements of success is the ability to communicate & present yourself successfully. Have you ever wondered why some speakers are so captivating whilst others make you lose interest quickly? This interactive 1-day programme will help you achieve the breakthrough from being an ordinary presenter to a great presenter.

## Seminar Content

- **Introduction**
  - Goals and objectives of a Superb Presentation
  - How to make your listener feel safe and secure
- **Groundwork**
  - Before you commence preparation
  - Presentation Framework
    - Planning for an effective presentation
    - Create an impressionable opening
    - Generate a safe / positive environment
- **Effective Delivery Skills**
  - Delivery Structure
  - Creating a strong presence with techniques for effective delivery
  - Verbal and non-verbal skills
  - Use of visual aids to assist in the presentation
  - Techniques to aid audience recall
  - Common mistakes
- **How To Be Confident When Dealing With Large Audiences**
  - Dealing with nerves
  - Finding confidence
- **Organising The Environment to Create an Impact**
  - Visuals
  - Positioning & Layout
  - Handouts
- **How to obtain Feedbacks and Handle Difficult Questions**
  - Soliciting feedback
  - Managing the Q&A session
  - Dealing with difficult questions

# PI ETA CONSULTING COMPANY

SEMINAR CODE: PPT01

## Benefits of Attendance

Learn how to deliver compelling presentations that draw your audience in and move them to action. In this programme you will learn how to create openings and closings that are compelling, how to gain your audience attention, and engage your audience actively during your presentation.

You gain valuable lessons on how to prepare a presentation on the spot, how to deliver your message to your audience, how to handle difficult questions/situations, what visuals to prepare, and how to open and close with impact.

## Who should attend?

Anyone needs to make a great presentation.

## Seminar Facilitator

**Mr. Adam K. K. Wong** is a Business Domain Expert Facilitator with PI ETA Consulting Company. He is also an adjudicator of the Financial Industry Disputes Resolution Centre in Singapore.

Prior to his current appointments, he was a General Manager with Standard Chartered Bank and other international banks with 22 years of successful track record in Cash Management, eCommerce, Corporate Banking and Trade Finance and Small & Medium Enterprises.

Having strong strategic orientation and regional exposure in South East Asia and Hong Kong, he is credited with significantly growing global banks' SME assets by 450% and net profit by 140% over a 3-year period in Singapore. He also started a new cash management business for a leading bank in Asia and grew it to a USD35 billion business annually.

Mr. Wong graduated in Accountancy and is a Fellow Certified Public Accountant. He is also a Certified Credit Risk Management Professional and a Certified Professional Trainer.

Mr. Wong has contributed actively to the development and training of professionals in the financial services sector for the past 17 years by sharing his expertise regularly through The Institute of Banking and Finance, Singapore and various other organizations in Malaysia and Indonesia.

He has also conducted programmes in the area of banking and finance for Australian and local universities.

**For more information, please contact PI ETA Engagement Resource (PEER) Group at**  
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