



Presenting You!

How to Give Presentations that Excite and Motivate Your Audience

How do you master communication? How do you cultivate an empowering voice? How do you influence others to embrace your ideas and act on them? How do you inspire, motivate and achieve positive results while honouring other people's values and needs?

A highly practical two-day workshop with Ricky Lien, Executive Speech and Communication Coach

In many situations today, you are required to present – on the telephone, to your boss, to clients, to your peers, to your staff. If you want to do this effectively and get the right results, this is the programme for you.

If you want to influence and inspire others, you must think their thoughts, feel their feelings and speak their words. Once you can do this, they will become drawn to your ideas and influenced to act on your message.

This intensive, practical, two-day workshop is specially designed to meet all these aims. Designed for maximum skills practice, this programme is for anyone who needs to make presentations and communicate confidently. The techniques and strategies you learn will help you to move your audience – whether it's one or many – towards action and results!



Who should attend?

Business, technical, admin and sales professionals, executives and managers, trainers and corporate communicators, executive PAs and anyone else who needs to present and communicate effectively.

Workshop methods

Discussions, Q&A, individual exercises and group work. There will be individual presentations, group presentations, role plays, selected recording on DVD, coaching and feedback from peers and the facilitator.



Workshop objectives

- Organise and give a confident, powerful presentation
- Construct, craft and charismatically deliver your presentation
- Reduce your fear and anxiety when presenting to groups large or small
- Create memorable hooks to attract attention
- Manage your presentation effectively from start to finish
- Add marketing appeal to your material
- Win over your listeners with a compelling message
- Acquire effective speech, voice and body language when presenting
- Re-ignite your career and gain a superior advantage
- Graduate from an ordinary to a powerful communicator

A special workshop brought to you by

MINDSET MEDIA



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Workshop Dates:

13-14 August 2009

15-16 October 2009

3-4 December 2009

Time: **8:30am - 6:00pm**

*Venue: **Concorde Hotel,
100 Orchard Road**

Investment: **S\$988**

Includes refreshment breaks, buffet lunch,
and comprehensive workbook.

**We reserve the right to change the venue
subject to requirements.*

Day One The Content and Structure of Presenting

You will learn how to:

- Open your presentation with energy, argue convincingly, and close conclusively
- Manage fear when presenting
- Discover and address your audience's needs and desires
- Plan and construct your message effectively
- Use examples to illustrate your ideas
- Structure your points logically, and get straight to the heart of your message
- Create a storyline that turns 'dull' into 'dynamic'
- Connect with your audience and be memorable
- Uncover your worst presentation habits and correct them
- Be an enthusiastic speaker who motivates and inspires
- Use relevant examples, analogies and personal insights
- Use a three-step model of problem, solution and benefits

Day Two Delivery and Influence

You will learn how to:

- Add characters and dialogue to make your presentation come alive
- Use sight, sound and feeling words to enhance your message
- Increase your influence through vocal persuasiveness
- Be relaxed and controlled in your communication
- Use logic and language to make your message vivid and memorable
- Develop credibility, improved presence and authority
- Eliminate gaps and weaknesses in your communication
- Move your audience towards action
- Use visual imagery and storytelling to influence
- Make your voice more interesting and engaging
- Correct pronunciation, articulation, projection and speech problems
- Use confident body language

About Ricky Lien

Ricky Lien is Director of Mindset Media, a Singapore-based learning and performance company. An experienced executive speech and communication coach and consultant in emotional intelligence, Ricky works with many multinational corporations. He is considered by many of his corporate clients as an elite, creative trainer, charismatic teacher and extraordinary facilitator who communicates his ideas elegantly and impactfully. Clients love his methods of training in competency-based learning, where participants are fully engaged and immersed in the process. You will be enthralled and benefit from his coaching expertise. His fun and engaging presentation style has earned him exposure on television and radio where he has been a popular personality. With all this experience, Ricky will help you bring out the best in yourself.

“Ricky’s approach to the training was creative, professional and dynamic. His high impact delivery plus its content and structure, added value to the already high skills standard of our trainers. We are delighted to have Ricky as our trainer cum facilitator”.

David Kwok

Senior Manager, Learning & Development

Singtel Customer Service Group

Singapore Telecommunications Group Ltd

“I am more confident and I have learnt the techniques of effective presentation with or without any powerpoint slides”.

Yao Peiliang

Operations Manager

Singapore Petroleum Company Limited

REGISTRATION FORM

YES, I/We would like to attend **Presenting You!** on _____ (Dates)

PAYMENT

CHEQUE OR BANK DRAFT

Please make your crossed cheque or bank draft payable to Mindset Media and mail to:

Mindset Media
30 Raffles Place
#23-00 Chevron House
Singapore 048622

BANK TRANSFER

Please quote reference Mindset Media and your organisation's name in payment instructions:

Account Name: Mindset Media
Account Number: 027-900996-9
Bank: Development Bank of Singapore (DBS)
Branch Code: 7171 027

Name of Participant:

Job Title:

Email:

1. _____

2. _____

3. _____

Approving Manager

Name: _____ Email: _____

Company: _____ Designation: _____

Company Address: _____

Telephone: _____ Fax: _____

Fee: S\$988 (per participant) to be paid two weeks before the start of the workshop

Fax the completed form to: +65 6722 0708