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LearningSolutions

by Deloitte

Introduction to Effective Presentation

Part 1 & 2 : 15 Sep 2022 | 10am – 5:30pm

Part 2 & 3 : 16 Sep 2022 | 10am – 5:30pm

13 CPE Hours



Target Audience

This workshop is for anyone who need to make an impressive presentation.

Delivery Mode

Live Webinar

Facilitator/s

Josette Soh
Director | Accounting
& Reporting Advisory

Adriel Pang
Senior Manager |
Accounting &
Reporting Advisory

Course Fee

SGD 770.40
(incl. GST)

Duration
12 CPE Hours

Introduction

Using effective presentation techniques enables a speaker to communicate clearly to an audience.

This workshop has been divided into 4 broad parts over the course of 2 days so that participants may grasp the techniques in an easy and digestible manner.

Parts 1 & 2 discusses the elements of a good presentation, such as planning the structure of a presentation, and delivering impactful openings, closings and key messages in an effective manner.

Parts 3 & 4 of the course focus on the techniques of effective public speaking which would capture the interest of the audience, and introduction to tools that you may be equipped with to improve communication.

Worksheets, group discussions and exercises would be used throughout the course to facilitate more interactive and effective learning.



Course Outline

This course seeks to help participants explore and gain an understanding of:

- The importance of presentation skills in professional work life
- Various basic structures of a presentation
- Preparatory planning work involved in preparing for an effective presentation
- Key techniques on delivering strong openings and closings for enhanced audience engagement with common mistakes to avoid
- How to craft a memorable key message to convince the target audience
- Presentation techniques for greater impact e.g. vocal variety, body language, story telling and recovering from mistakes etc
- Know-how of facilitating evocative question and answer segments
- Designing impactful presentations e.g. through visual enhancements



Learning Objectives

- Participants to discover the areas of improvement in their own presentation skillset
- Understand the importance of preparation/pre-work in order for effective and convincing communication of key presentation message
- Refine presentation skills and acquire basic key techniques to engage audience in a memorable and meaningful manner
- Craft aesthetically impactful materials by applying simple-to-follow design principles

Registration

(Closing date: 3 days before the commencement of the course)

[Register](#) your interest in our courses or scan QR code below.



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Individual

Option 1: Receive **20%** off total course fee when you select 3 or more courses

Option 2: Receive **10%** early bird discount to any course except Digital Transformation 1 month before the registration deadline.

Note

1. The purpose of this form is to collect your information in order to facilitate your registration and participation in **LearningSolutions** by Deloitte. The information you provide will be disclosed to third party vendors who are involved in the provision or facilitation of the aforementioned course. Deloitte may also disclose your information to the Accounting and Corporate Regulatory Authority ("ACRA") for purposes of regulatory compliance with Continuing Professional Education ("CPE") requirements for public accountants.
2. Full payment should be made 3 days prior to the seminar and/or webinar.
3. You will receive a confirmation email from us within 3 – 5 business days from the date of registration and an invoice with the total course fees payable will be sent together with payment details.
3. Upon receipt of registration, any request for cancellation or replacement must be confirmed in writing at least (7) business days prior to the seminar and/or webinar. We regret that fees are non-refundable. Substitution by a replacement participant is permitted.
4. Late cancellation fee will be imposed for cancellation less than (7) business days prior to seminar and/or webinar commencement or no show.
5. We reserve the right to make any amendments to the programme, cancel the webinar and/or have speaker replacements, if warranted by circumstances beyond our control. (e.g. COVID-19 pandemic related matters).
6. All fees are inclusive of 7% GST and materials.
7. By submitting the registration, you agree to receive emails of reports, articles, event invitations and other information related to Deloitte products and services. You understand you may unsubscribe at any time by clicking the link included in the emails.

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Enquiries

General enquiries (i.e., courses, corporate training, billing related matters), please contact us at seadlsenquiries@deloitte.com

Enquiries relating to DLS platform, please contact us at seadls@deloitte.com

Payment (to be made upon receipt of the tax invoice)

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Registration and Payment for Digital Transformation Courses

For **Digital Transformation** courses, you may proceed with your registration and payment from the respective links in our [Course Catalogue](#).

Should you have queries on **Digital Transformation** courses, you may write in to searaeducation@deloitte.com.



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