

Deloitte.



**Introduction to Effective
Presentation**

3 hours

Target Audience

For finance (and related) professionals who wish to improve their presentation skills: Financial and non-financial managers, Other executives

Delivery mode

Live Webinar
delivered in English



Introduction to course

Delivering any presentation effectively is a skillset that everyone should possess. An effective presentation allows a presenter to communicate to his/her audience the messages clearly.

This course is split into 2 parts (3 hours each). The focus on the 1st part is for participants to understand the elements to a good set of presentation materials, which includes deep understanding and planning of the structure of a presentation and tools that can enhance communication.

The focus on the 2nd part is on effective public speaking, our speaker will share ways to start your presentation and get your audience on board, firsthand stories of mistakes to avoid and participants will get a series of worksheets and exercises to plan for their own presentation.



Learning objectives

- Understand the need for presentation skills and the basic key tips
- Understand why preparation/pre-work is critical
- Create aesthetic presentation materials and contents by understanding and applying the basic qualities and elements guidelines for an effective presentation
- Increase your confidence as presenter and public speaker



Outline of course

Agenda:

- Understand the importance of presentation skills in your professional work life
- Understand the basic structure of a presentation
- Learn how to master the pre-presentation works such as creating draft slides and pocket slides
- Learn how to craft effective presentation slides by understanding the design needed for effective communication of messages, applying basic qualities such as simplicity, color and etc.
- Learn how to master your presentation opening by applying proper techniques and avoiding common opening mistakes
- Learn how to master the delivery of your messages by applying techniques such as using evidences, developing vocal variety and etc.
- Learn how to master your presentation closing by exploring strong closing techniques such Q&A sessions and how to handle Q&A sessions

Corporate

Empower your finance team to be contributors to their own learning and development. We partner you to curate programmes tailored to your organisational needs. Please contact us at [SEA DLS Enquiries](#) to kick start planning your learning journey.

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

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