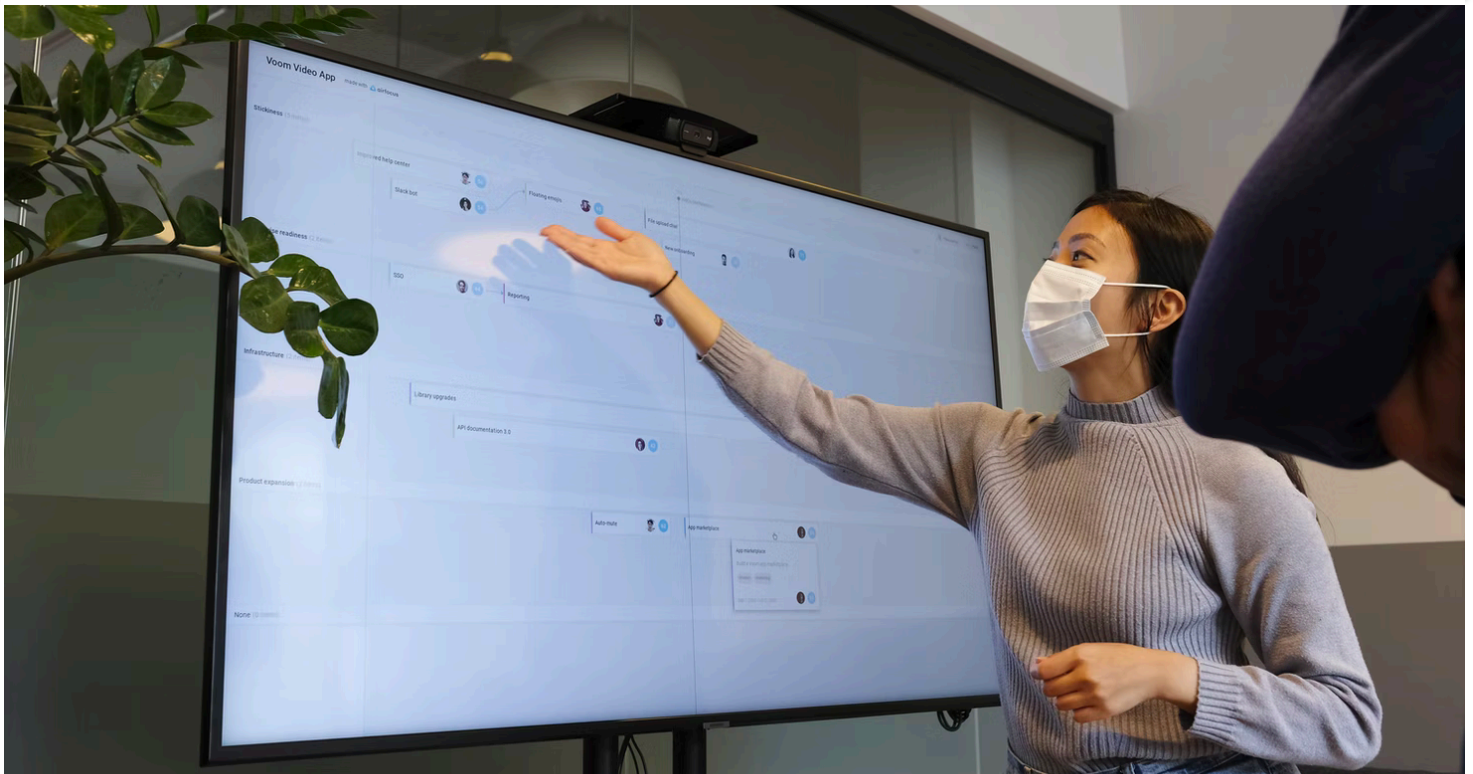


# Present with Clarity, Confidence & Conviction



*"You can have brilliant ideas, but if you can't get them across, your ideas won't get you anywhere."*

Lee Iacocca

The true success of a presentation is determined by what the audience receives and feels compelled to act upon.

Knowing your audience is the most critical step in any presentation. Yet, most presenters are pre-occupied with the techniques of presentation.

Join us to learn about the A.B.C.D. on how to present with clarity, confidence and conviction:

**A**udience Management

**B**ody language and delivery engagement

**C**ontent Development

**D**ebrief and improvement

Work alongside and be coached by a highly qualified facilitator with insight and passion! The session shall be conducted in an interactive manner where participants shall critique, create and role-play.

## Learning Outcomes

At the end of the course, you will be able to:

- ▶ Overcome fear for presentation.
- ▶ Connect with audience.
- ▶ Craft a purposeful presentation deck.
- ▶ Deliver an engaging presentation.
- ▶ Handle questions confidently.
- ▶ Role-play a 10-minute presentation and receive feedback.

## Topics

Overcome the fear for presentation

- ▶ Positive Thinking, Beginner's Mindset and Growth Mindset
- ▶ Rapport and Trust

## Topics (Continued)

Connect with audience

- ▶ Empathy: Think and Feel like Audience
- ▶ Purpose: Inform, Inquire or Ideate

Craft a purposeful presentation deck addressing:

- ▶ Who is the audience
- ▶ Why do they care to listen to the presentation (Jobs-to-be-Done Analysis)
- ▶ What do they need to learn/know to achieve their purpose for listening to the presentation
- ▶ What is the platform and time duration for delivery

Deliver an engaging presentation:

- ▶ Organised flow
- ▶ Clear message
- ▶ Precise language
- ▶ 3Vs - Verbal, Vocal, Visual

Handle questions confidently

- ▶ Cushion, Clarify, Respond, Close

Role-play a 10-minute presentation and receive feedback

- ▶ Barriers to effective presentation
- ▶ Propose intervention strategies
- ▶ Active listening is part of presentation
- ▶ Presenter versus Slides: Which is more important?

## Target Participants

Leaders who present and engage various stakeholders at meetings.

## Investment

SGD 450.00 per participant

## Register Today!

Call (65) 6592 0024 or

email: [peggy.sitoh@bootstrap.com.sg](mailto:peggy.sitoh@bootstrap.com.sg)

Venue: 140 Paya Lebar Road #02-07

Run 1: 18 March 2022, 9:00am - 1:00pm

25 March 2022, 9:00am - 12:00pm

Run 2: 9 September 2022, 9:00am - 1:00pm

16 September 2022, 9:00am - 12:00pm

## Our Facilitator



Dr Lynda Wee, is a Specialist in Leadership Development, Strategic Planning, and Retailing. She is a Certified Senior Practising Management Consultant, Workplace Learning Specialist, LEGO® SERIOUS PLAY® methodology Developer and Facilitator, Certified

Everything D.i.S.C. Workplace® Facilitator, Certified IBM Enterprise Design Thinking Practitioner, and Co-Creator.

Prior to founding Bootstrap, she was the Senior Vice President of Learning and Development at CapitaLand Limited where she led the Leadership and People Development Initiative. She held the concurrent post of Founding Principal for CapitaLand Institute of Management and Business. She spearheaded the Innovation, Creativity and Entrepreneurship (ICE) Initiative to develop and implement radical new business ideas for the group.

She led four SkillsFuture Singapore's innovation projects for innovating learning technologies in various industry sectors. She was bestowed The Innovator Award (2000), The Enterprise Challenge Shield (2003) and the TEC Champion Award (2003) from the Singapore Prime Minister's Office for her innovation in piloting Problem-Based Learning in Tertiary Education.

She serves as an Adjunct Associate Professor at the Nanyang Business School, Nanyang Technological University. She is a Fellow at The Chartered Institute of Marketing, United Kingdom. She served as an independent Director of a public listed firm. She obtained her Doctor of Philosophy (Retailing) from the University of Stirling, United Kingdom.