

**PRESENTATION SKILLS & REPORT WRITING  
FOR BUSINESS LEADERS**

**TWO-DAY WORKSHOP**

## INTRODUCTION & OBJECTIVES



Preparing comprehensive reports and presenting it with inspiration and effectiveness is a critical Leadership skill. The completion of this training will provide participants with an understanding of effective business reporting and presentation. With the knowledge and skills acquired, participants will be able to prepare and present reports, proposals and updates for management review with confidence and in a logical and compelling manner.

It provides the necessary know-how to present key concepts and ideas with power and enthusiasm, design and present effective visuals, and employ techniques for polishing and mastering presentation delivery.

This program is designed for managers and department heads.

## LEARNING OUTCOMES

This program provides participants with the following:

- Skills on Designing effective business presentations
- Confidence in public speaking and presentation
- Ability to prepare and present effective reports
- Effective graphs and visuals for business presentations
- Proper use of Voice, Body language and Tone to inform, convince and inspire the audience
- Effective content arrangement and presentation preparation
- Critical online presentation methods and techniques

## WORKSHOP OUTLINE

### DAY 1

**OBJECTIVE: To provide the necessary technical process and methods to prepare effective presentation material such as reports, business presentations, management updates etc.**

### Types & Methods of Presentations

- Difference between team presentations, technical presentations and business review
- Project progress updates
- Methods of presentation
- Data Visualization and storytelling

## Preparing Effective Presentation Material

- Effective PowerPoint slide preparation
- Visual Aid in presentations
- Effective presentation methods
- Preparing oneself for presentations
- Organizing information and the presentation effectively
- Using Graphs and visuals effectively
- The Opening, The Body and the Conclusion
- Creating the hook for the audience
- The correct length and time for presentations
- Preparing presentations for online delivery



### Practical Workshop 1

- *Practice exercise of Content Preparations and slide preparations*

### Report Writing

- Types of Reports
- Understanding stakeholder needs in reports
- Report Structure - the 8 formal sections
- Preparing Business Reports: Strategy and Content

### Practical Workshop

- *Practice exercise of Report Writing*

## DAY 2

**OBJECTIVE: To expose participants to skills on communicating presentations effectively either face to face or online**

### Effective Communication

- Communicating with clarity
- Communicating to update
- Communicating to convince
- Communicating the essence
- Building Confidence in speaking
- Body Language and voice: Tone & Vocal Variety
- Proper use of words and building confidence

## Audience Persuasion Techniques

- Credibility with authority and evidence (Ethos)
- Inspiring the listener (Pathos)
- Logic, Reasoning and data (Logos)

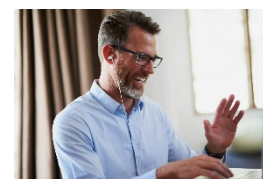


## Managing the presentation

- Managing the presentation room, setting and equipment
- Managing Visual aids
- Managing audience attention effectively
- Managing Questions effectively

## Online Presentations

- Engaging listeners online
- Tools and methods for online presentation



## Practical Workshop

- Practical activity on presentation

## TRAINING STYLE

We emphasise pragmatism and experiential exposure of trainees to skills and methodologies taught.

Training will be conducted using slide presentations, videos, activities, role-plays, discussions and practical workshops

## FACILITATOR

The trainer is an award-winning communications, presentations and public speaking expert who also has key operational management experience of more than 20 years. He is a member of Toastmasters International and has won many international public speaking competitions right up to regional level.