

EFFECTIVE COMMUNICATION AND PRESENTATION SKILLS

By
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Overview

In today's team-oriented workplace, the development of effective communication skills and presentation skills is an important key to success. This often directly impacts how successful an organization is in achieving their goals.

However, for many people, these interactions can be meaningless, lead to interpersonal conflict and wasted time. Therefore, communicating effectively and making business presentation powerfully will have a massive impact on team motivation and effectiveness.

Through this interactive workshop, self-assessment, role-playing activities, video simulations and relevant games, participants will gain practical experience initiating and responding to various forms of communication and confidence to lead and develop powerful presentations with impact.

Benefits of Attending

By the end of this workshop, participants will be able to :

- Understand the fundamental of effective communication
- Recognize that effective communication skills will increase team's productivity and performance
- Communicate with more confidence
- Use verbal and non-verbal techniques to enhance the message
- Use a range of facilitation tools to help manage information
- Identify elements that make presentations powerful
- Prepare, structure and deliver effective presentations
- Use visual aids and other models more strategically and effectively
- Build self-confidence and reducing nervousness
- Prepare for difficult questions and challenging participants

Who Should Attend

Managers, Supervisors, and anyone who wishes to improve the way they relate to others, lead effective meetings that increase productivity and present ideas to influence and gain team commitment

Methodology

- Interactive discussions
- Group & individual exercises
- Role Play
- Relevant Games
- Video Films

Course Outline

Day 1

- Fundamental of effective communication
- Qualities of an effective communicator
- Verbal and non-verbal communication techniques
- Identifying communication styles
- How best to communicate with the people with different communication styles
- Listening effectively to build rapport
- Questioning techniques to aid understanding

Day 2

- Principles of designing and developing effective presentations
- Learning styles & audience rapport
- Using Visual Aids
- Presenting with Confidence
- Closing with Impact
- Overcoming nervousness and handling difficult questions

Your Course Instructor

Mr. Hendrik Silitonga, CITD is a dynamic and high-impact speaker who has extensive training experience in the oil industry, manufacturing, telecommunication, banking sector and many more.

He received Certificate in Training and Development (CITD) from Institute of Personnel and Development (IPD) of London, UK and he is also an Instructor's License of Dale Carnegie.



Such matter above supported by 20 years good job experience, following many courses and seminars in Indonesia and another country and his last profession as General Manager at some of big company of the Bank

Hendrik is currently holding the position of a Senior Trainer of LDI Training and he certified to conduct its courses.

NOTE: CONDUCTED IN BAHASA INDONESIA

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