

## A LDI Training Course

# Effective Presentation Skills

How to Deliver Ideas and Information with Confidence

By  
LDI Instructor

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### Introduction

Making dynamic presentations with confidence is an essential career skill that demonstrates leadership ability. The executive or manager who can speak with authority before an audience of one or one thousand is a great asset to his or her organization. Whether the intent is to motivate, inform, influence or defend, this intensive "how-to" course will improve participants' effectiveness in dealing with superiors, direct reports and co-workers; clients, associates and the general public. The seminar deals with the vital basics, the important do's and don'ts, and the framework upon which you can practice and build your skills.

#### **Here are the benefits of attending this practical course:**

- Develop a powerful Presentation ability
- Understand Communication principles and improve your presentations
- Gain self-confidence when giving presentations
- How to use visual aids to enhance your presentations
- Learn how to make your audience to become fully involved
- Know how to create a supportive atmosphere
- Able to handle sensitive issues and difficult audience

### Who Should Attend

This course is designed for anyone who wants to be able to present his or her ideas or information in front of an audience. Besides learning the theories, all participants will have plenty of opportunities to practice their presentation skills in front of an audience.

## Course Outline

- Characteristics of “An Excellent Presenter”
- Presentation Structure
  - The Opening
  - The Content
  - The closing
- Analyzing your audience
- Presentation styles
- Your voice – Tone and volume
- Using visual aids
- Dealing with Nervousness and Stage Fright
- Using Participative Techniques.
- How to attract participation and keep interest high
- Enhancing presentation using Icebreakers, Jokes, and Games
- Practice sessions with feedbacks

## Methodology

- Interactive discussions
- Group & individual exercises
- One-on-one coaching
- Role play
- Relevant games

NOTE: CONDUCTED IN BAHASA INDONESIA

**METHOD OF PAYMENT**

Please completed the following payment details:

Telegraphic transfer - Please make payment in Rp. to the following account: (Please instruct your bank to remit all local & overseas bank charges to your bank account)

P.T. LOKA DATAMAS INDAH

Bank account 314-3000328

PT. Bank UOB Buana Tbk.

Cab. Juanda

Jl. Ir. H. Juanda No. 15,

Jakarta Pusat

**Enrollment Information**

**P.T. LOKA DATAMAS INDAH**

**LDI Training**

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HOME PAGE : [www.Lditraining.com](http://www.Lditraining.com)

Course Fee: Rp. 8.950.000,-per person  
(Hotel accommodation is not included  
in the course fee)

**LDI TRAINING**

*"Leading Edge Courses for Professionals"™*