



# HIGH IMPACT PRESENTATION SKILLS

You may have the best innovation and possess the best knowledge of your skills but if you cannot present it effectively, achieving the outcome that you want becomes a real challenge. Presentations are a powerful way to communicate your intentions and ideas to your target audience. They are great opportunities to transform the communication process from a passive perspective to a pro-active position. You can use presentations to effectively persuade your audience to take a particular course of action, to convey information, to gain commitment or to provide a forum for discussion of ideas. Applying effective presentation skills greatly enhance one's ability to do their job through using various strategies in business communication.

This unique 2-day, activity driven program teaches skills that boost personal productivity and relationship building through increased understanding and effective implementation of the presentation process. By providing you with a rigorous training environment, your active participation in our program will enable you to apply and sustain your learning to a point of forming winning habits. You will have the ability to create the greatest positive impact when you are presenting your point at every given opportunity.

PROUDLY ORGANIZED BY



**ELITE ESSENTIAL**  
INTEGRATING PEOPLE AND KNOWLEDGE

# LEARNING OUTCOMES

Upon completion of the program, participants are able to:

- Assess, evaluate and improve on presentation materials
- Build winning relationships with people
- Communicate clearly and concisely
- Develop and present materials creatively
- Employ effective presentation skills to different types of audience
- Empower your audience to take effective action
- Listen generously and question skillfully
- Overcome fear during presentation
- Provide clarity in your message and open your audience to areas of new possibilities
- Receive and offer constructive feedback
- Use presentation tools effectively
- Work with powerful nonverbal communication

## PROGRAM OUTLINE



# REGISTRATION FORM

28-29 JAN 2019 | PULLMAN BANGSAR



ELITE ESSENTIAL  
INTEGRATING PEOPLE AND KNOWLEDGE

## WORKSHOP TITLE

**High Impact Presentation Skills**  
28-29 January 2019, Pullman Bangsar

## GROUP OF 5-9 PAX

**RM 1199**  
per person

## GROUP OF 4

**RM1499**  
per person

## EARLY BIRD

**RM1599**  
per person

## NORMAL RATE

**RM1699**  
per person

### Notes:

- Kindly contact Elite Essential should accommodation is required.
- Early bird rate applies to registration received 1 month prior programme.
- For group registration of 10 pax and above, please contact Elite Essential for exclusive rate.
- Prices not inclusive of 6% Service Tax.

Tel: 603 8063 9211, Fax: 603 8063 7211 | Email: [training@elite-essential.com.my](mailto:training@elite-essential.com.my)

ORGANISATION:

SST ID:

CONTACT PERSON / APPROVED BY:

ADDRESS:

DESIGNATION:

TEL:

FAX:

EMAIL:

## Participant Details

NAME ①:

DESIGNATION:

H/P:

EMAIL:

NAME ②:

DESIGNATION:

H/P:

EMAIL:

NAME ③:

DESIGNATION:

H/P:

EMAIL:

NAME ④:

DESIGNATION:

H/P:

EMAIL:

### Terms and Conditions:

- Registration fees include refreshments, lunches, course, materials, and certificate of attendance.
- Cancellation of registration must be made in written form (letter, fax or email) to Elite Essential Sdn Bhd before 10 working days prior to the event with 20% of the registration fees imposed for cancellation. The full registration fees will be billed to your organisation for cancellation received within 10 working days prior to the event or in a case of "no-show".
- Substitution of participant(s) is allowed with no additional charge provided Elite Essential Sdn Bhd is notified in writing of the name and designation of the new participant(s).
- Full registration fees must be received before commencement of the course. Participants with outstanding registration fees are required to make payment on site or present an undertaking letter, local order or letter of approval to participate. If one of these cannot be supplied, Elite Essential Sdn Bhd reserves the right to refuse admission.
- Elite Essential Sdn Bhd reserves the right to change the venue, facilitator and reschedule or cancel the course whenever deemed necessary. We shall inform the participant(s) if any changes arise.

### MODE OF PAYMENT (please tick the appropriate box)

CHEQUE

BANK DRAFT

LOCAL ORDER

PAYMENT BY CHEQUES / BANK DRAFTS should be made payable to "Elite Essential Sdn Bhd" and crossed "A/C Payee Only"; (Maybank, A/C No: 5127 8102 2331; Swift Code: MBBEMYKL). You may bank in or send the cheques / bank drafts to us via registered mail / courier express. Please fax a copy of the transaction slip to us at Fax: +603-8063 7211 and indicate invoice number for verification purpose.

We fully understand and agree on the terms and conditions stated above.

.....  
Authorised Signature

Name \_\_\_\_\_

Designation \_\_\_\_\_

Company Stamp:

Date:

To confirm your registration, kindly complete this form and fax to us at Fax: +603-8063 7211 or email: [training@elite-essential.com.my](mailto:training@elite-essential.com.my)  
For course enquiry, please contact us at Tel: +603-8063 9211