

# Could you make a persuasive presentation, and support your boss in quickly making decision?

Have you ever found yourselves in such situation?

- ✓ The structure of the presentation is not appropriate, so listeners are confused and don't know what action he should take?
- ✓ Listeners are not persuaded because the main points and reasons in the presentation are not logically linked with each other.
- ✓ Lack of confidence, small voice or fast speed give a bad influence on listener's understanding.

Our "Presentation Skills Development" course will help to understand important points in making presentation's material, presentation's structure and speech, in order to grasp the attention of listener and urge them for quick action.

## PRESENTATION SKILL DEVELOPMENT (2 days)

### Training time - Venue

**Ho Chi Minh** **28-29/01/2021 (Thu-Fri)**  
 ▪ Time: 8:30 ~ 16:30  
 ▪ Venue: The National Assembly Guest House in HCMC  
 165 Nam Ky Khoi Nghia, Ward 7, District 3

**Hanoi** **10-11/3/2021 (Wed-Thu)**  
 ▪ Time: 8:30 ~ 16:30  
 ▪ Venue: 12F, Indochina Plaza Hanoi  
 241 Xuan Thuy, Cau Giay District

### Target

Managers, Assistant Managers, Supervisors and etc.

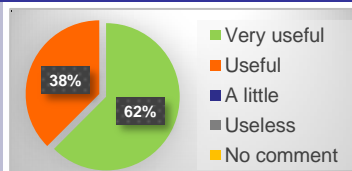
### Course's Information

**Language** Vietnamese  
**Fee** 4,600,000 VND person (Lunch for 2 days incl., VAT excl.)  
**※For companies with 2-4 participants, training fee is discounted 5%; with 5 or more participants, discounted 10%. (Applied separately for training on Ho Chi Minh and in Ha Noi)**  
**Method** We applied **offline training**.  
 In case offline training can't be carried out, we apply **online training** instead.  
**Participant Registration** 25 people (**first-come, first-served basic**)  
 Fill in the attached 'Application form' and send to AIMNEXT via Email or Fax

### Trainer

**Ms. N. H. Tho**  
 ▪ 18 years of working experience at Vietnamese and foreign companies, in which nearly 9 years as Manager of Information, Marketing, Contract and Planning Department as well as Internal Training Department.  
 ▪ Conducted for over 130 seminars for many companies and Universities.  
 ▪ Expertise areas: soft skills and working skills in a Japanese company, Critical and Logical thinking, Problem solving skill...

### Course evaluation result



This course is our new course. Until now, the number of participants reached the number 60 people from 60 companies.  
 \* Number of evaluators: 60 people.

### Objective

- Understanding basics from preparation step to performing the presentation;
- Understanding key points and being able to give persuasive presentation

### Content

#### Part 1: Basic of Presentation

- ✓ What's presentation?
- ✓ 3 elements of presentation (Presence x Contents x Delivery)
- ✓ The method to enhance presence
- ✓ Clarifying "5W2H"
- ~ 「Why: Purpose, Who: Listener, What: Contents, Where: Place, When: Timing, How: How to deliver」

#### Part 2: Make an effective presentation!

2-1. Contents: Making presentation material

<Process>

- ✓ Clarifying the purpose
- ✓ Clarifying the message
- ✓ Designing the storyline (Making the outline)
- ✓ Making slides
- ✓ Finalizing slides

<Points>

- ✓ 1 slide 1 message
- ✓ Designing slides which are easy for others to understand
- ✓ (Font & Size, Graph & Chart, Layout, Colors etc...)

2-2. Delivery:

The rule of Mehrabian

<Process>

- ✓ Preparation (Checking and setting equipment up, Printing material etc...)
- ✓ Opening
- ✓ Presentation
- ✓ Conclusion (Closing)

<Vocal>

- ✓ The loudness of the voice
- ✓ The speed to speak
- ✓ How to intonate
- ✓ How to pause
- ✓ The rule of "Kiss" (Keep It Short & Simple)
- ✓ Finding and breaking bad habits of the vocal and visual

<Visual>

- ✓ Standing posture
- ✓ Expression
- ✓ Gesture
- ✓ Eye contact

<Other points>

- ✓ How to answer the questions from listener
- ✓ Managing presentation time

#### Part 3: Action Plan

※ The above content is subject to change without prior notices.

### Participants' feedback

- I was able to learn useful knowledge, skills about presentation such as appearance, content, speaking skills and presentation tips. (A participant from 2019 course)
- The skills could be applied to correct mistakes in presentation and create powerpoint presentation. (A participant from 2019 course)

For further information, please kindly contact us via:



**AIMNEXT VIETNAM CO., LTD.**

2F, Nam Giao Building 1, 261-263 Phan Xich Long, Ward 2, Phu Nhuan District, HCMC

TEL : (028) 3995 8290 / FAX: (028) 3995 8289  
 Email : training-vn@aimnext.com  
 URL : www.aimnext.com.vn  
 In charge : Ms. Bùi Tố Tố (Vietnamese & English)  
 Ms. Mizuki Kimura (Japanese)