



PRESENTATION SKILL DEVELOPMENT

HCM : 18-19/9/2025
HN : 23-24/9/2025

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.



OBJECTIVES

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



TARGET

- Staff
- First-line Manager
- Middle Manager
- Top Manager

2-DAY TRAINING

Make professional presentation materials & present with confidence and persuasion

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. Content

<Making presentation material>

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

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

Part 3: Action Plan

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



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In charge **Ms. Loan Anh (English, Vietnamese)**
Mr. Nagayoshi Tasuku (Japanese)



TRAINING TIME & VENUE

Ho Chi Minh **18-19/9/2025** (Thu - Fri)
Time: 8:30 ~ 16:30
Venue: T Floor, Nam Giao 1 Building,
261-263 Phan Xich Long, Ward 2, Phu Nhuan Dist

Ha Noi **23-24/9/2025** (Tue- Wed)
Time: 8:30 ~ 16:30
Venue: 14F, Hapro Building, 11B Cat Linh, Van Mieu-
Quoc Tu Giam Ward, Dong Da Dist, Hanoi.



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 & working skills in a Japanese company, Critical & Logical thinking, Problem solving skill...



COURSE INFORMATION

[Language] Vietnamese
[Fee] **5,400,000 VND/Person**
(Lunch for 2 days, not including VAT)
For companies with 2-4 participants, discounted 5%; with 5 or more participants, discounted 10%
(Applied separately for training in Ho Chi Minh and in Ha Noi)
[Method] We applied offline training.
[Participants] HCM: 28 person - HN: 30 person
(First-come, first-served basic).
[Registration] Fill in the attached "Application form" and send to AIMNEXT via Email (training-vn@aimnext.com).