BELIEVING IN AUTHENTIC LEARNING



Training Program

CONFIDENT & IMPACTFUL PRESENTATION

PACE | PACE Institute of Management



Training Program

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Master Your Presentation Skills – Advance Your Career Growth

In today's modern workplace, presentation skills are not optional—they are essential for career growth and leadership impact. An effective presenter not only conveys information but also drives action, inspires change, and delivers measurable results.

Yet many professionals face common barriers when presenting:

03 Common Presentation Challenges

1. **Fear of Public Speaking** – Experiencing anxiety, losing track of content, or speaking incoherently due to low confidence.
2. **Unengaged Audience** – Despite well-prepared slides and content, listeners may lose focus and fail to grasp the message.
3. **Presenting a lot without a clear call to action** – Overloading presentations without clarity – meetings extend without clear conclusions or actionable outcomes.

Presentation is not innate; it is a skill that can be learned, practiced, and mastered. Invest in a skill that enables **clear communication, persuasive delivery, and a strong professional presence**.

PROGRAM PARTICIPANTS

- Corporate leaders and managers.
- Functional Directors, Heads and Deputy Heads of Departments, Divisions, and Units.
- Team members or individuals looking to strengthen their presentation capabilities.
- Professionals whose roles involve frequent presentations, including trainers, lecturers, or sales personnel.

PROGRAM OUTCOMES

After completing this program, participants will be able to:

- Understand the role and significance of presentations in the modern workplace.
- Design and prepare impactful presentation content leveraging AI tools.
- Apply modern presentation techniques proficiency.
- Identify factors that enhance or hinder presentation effectiveness.

PROGRAM OUTLINE

Part I. Presentation Overview & Mindset in the Digital Age

- The role of presentations in workplace and career development.
- The profile of a professional presenter in the digital era.
- End-to-end process from preparation to delivery and meeting facilitation.
- Trends in leveraging AI for modern presentations.

Part II. Designing Effective Presentation Content

- Defining objectives and understanding the audience.
- Structuring and organizing content logically and persuasively.
- Leveraging AI tools (ChatGPT, Tome, Canva AI, Gamma) to enhance design.
- Rehearsal techniques and mindset preparation prior to presenting.
- Developing contingency plans to handle potential issues.

Part III. The Art of Effective Delivery

- Using verbal language, body language, and vocal tone effectively.
- Storytelling, facilitation, and techniques to guide and engage audience attention.
- Presentation models: SHARE Storytelling, P.O.I.N.T, and the Five-Point Model.
- Managing feedback, difficult questions, and individual presentation challenges.
- Managing the presentation environment and avoiding common pitfalls.

Part IV. Meeting Facilitation & Technology Optimization

- Principles for transitioning from presentation delivery to meeting facilitation.
- Setting meeting objectives, agendas, and defining participant roles.
- Conducting the meeting, resolving issues, and maintaining progress.
- Leveraging AI for note-taking, summarizing, and tracking follow-ups.
- Identifying next steps and creating actionable post-meeting plans.

PROGRAM DURATION

Duration: The total duration of the program is 04 sessions (equivalent to 12 hours). You can choose to study in the evening, weekdays or weekends. Please see the detailed schedule of upcoming courses on PACE's website: www.PACE.edu.vn.

Tuition: For the official fee and preferential policy for early fee transfer or group registration, please see details on PACE's website www.PACE.edu.vn or contact PACE's Training Consulting and Training Department.

Scan here to learn more about PACE's training programs



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