

Professional Presentation Skills

专业演讲与呈现技巧

Duration: 2 Days

培训时间 : 2 天

Language: Chinese/English

语言 : 中文/英文

Target Group

All employees and managers who need to conduct formal presentation in daily work

培训对象

所有在工作中需要从事正式演讲的员工与经理

Objectives

The participants will:

- Learn how to express themselves in public speaking settings
- Analyze and confirm the audience's needs
- Attract audience's attention
- Conduct a warm, lively and appealing presentation
- Control the presentation occasion
- Respond thorny questions
- Deal with the audience's attitude, such as: indifference, suspicion, and resentment...

Obtain the guidance of the stage skills

目的

学员将 :

- 学习在公开演讲中如何专业地表达自己的想法与建议
 - 分析并确认听众的需求
 - 引起听众的注意
 - 演绎亲切, 生动和富有感染力的演讲
 - 控制演讲场面
 - 回应棘手的问题
 - 处理听众反应, 如冷淡, 怀疑, 抵触等
- 获得台面风格指导

Contents

- Make the right view of presentation
- Fully-prepared steps for a professional presentation
- Needs & priorities of the audience
- Presentation skills
- Options when face different attitudes
- Techniques for questioning & answering stage
- Video shot and replay

内容

- 职业演讲呈现的正确定位
- 成功演讲呈现的准备步骤
- 听众的需求及优先需求
- 引人入胜的演讲技巧
- 面对不同听众态度的应对方案
- 问答技巧
- 角色扮演与录像点评与回放