



Presentation Skills for Mediators

Background

It is always not an easy task to conduct presentations in front of a group of people. Anyone who is equipped with good presentation skills and knows how to put it into proper application would be therefore eye-catching and superior to others. Do you want to be one of them?

Individuals are always required to conduct oral presentations at work or for other purposes. Undoubtedly, good presentation skills are vital for everyone who wants to effectively communicate with others. No matter you are a working individual or who is already a mediator, it would be of utmost importance for you to learn the basics of presentation skills.

Excellent presentation skills are not inborn. It can be enhanced by continuous learning. By enrolling this course, you can learn to give persuasive presentations effectively – either for mediation, business, governmental organizations or in academic situations, and to enhance overall presentations and communications skills.

We emphasize the importance of both theoretically and practically. As the saying goes, “Practice makes perfect”, participants would have opportunities to practice during the course to familiar with the skills through practices. Always bear in mind that good presentation skill is a talent and a skill. You can carry the skill with you in whatever career path you take and it is one of the skills that will make you move a step further to success.

Target Audience

HKMC Panel and Associate Members

Teaching Medium

Cantonese

Course Fee

HK\$1,600

Seat

25 max

Date and Time

13 September 2014 (Saturday), 9:30 a.m. – 5:30 p.m.

Certificate & CPD points

A Certificate of Completion will be presented to participants with 100% attendance for workshop.
A Certificate of Attendance will be presented to participants with over 70% attendance for workshop.
Participants will be awarded 7 CPD points from HKMC on a pro rata basis with one session per unit (i.e. 3 & 4 CPD points for morning & afternoon session respectively)*

Venue

Hong Kong Mediation Centre (21/F, Success Commercial Building, 245-251 Hennessy Road, Wan Chai)

Registration period

On or before 3 September 2014 (Wednesday)

Remarks:

* Participants who are absent (either late or early departure) for more than 30 minutes will not be granted with any CPD points for that session.

Trainer of the Course

Mr. Daniel Ying

Daniel is an international trainer, organizational development and change management expert with more than 20 years management experience with MNCs in Hong Kong, China and Canada. Daniel has substantial experience in Presentation, Communication, Mediation, resolving problems and managing changes for organizational development needs. Over the past 14 years, he has led many significant presentation, communication, problem solving and organization change projects. Also he delivered many assignments in a wide range of customized programs in competency and leadership development with Fortune 500 companies.

He holds a MBA from City University of Hong Kong. He is the accredited trainer and administrator in Harrison Assessment®, DISC®, Belbin Model®, Leadership Effectiveness Analysis 360®, FIRO-B®, Myers-Briggs Type Indicator® (Steps I and II). He is also the Certified Master Practitioner of Neuro-Linguistic Programming (IANLP) and a qualified Corporate Trainer in PRC.

Course Outline

Morning Session (0930 – 1230)

Powerful Presentation Start from You

- Key Success factors of Powerful Presentation
- How to Draw Attention in the First 2 Minutes
- You will Get a Checklist of Professional Standard & Practices

How to Structure the Powerful Flow & Content

- You will Learn the “Building Block” Approach
- Strategic use of presentation equipment
- Practice by using your Real Life Case

Lunch (1230 – 1330)

Afternoon Session (1330 – 1730)

Be an International Speaker On Stage

- Handling nerves
- Body Language
- Strengthen your voice
- Dealing with questions and objections

Make you Transform Through Practice

Q&A & Continuous Development and Suggestions