



Presentation Skill

By APM Group

Date: July 22 - 23, 2010
Time: 8.30 – 17.30 hrs.
Venue: Courtyard by Marriott Bangkok
 Erawan 4 & 5, Mezzanine Floor
Language: Thai
Material : Thai
Participant: 20 persons



Registration Form

Company:	<input type="text"/>		
Address:	<input type="text"/>		
Contact Person:	<input type="text"/>	Tel:	<input type="text"/>
Delegate Name: (Mr./Mrs./Ms.)	<input type="text"/>		
Position:	<input type="text"/>		
Telephone:	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		

FEES:

Category	Fee (net)
TICA or TEA Members	4,300 Baht
Non-TICA/TEA Members	14,200 Baht

FEES: Inclusive of a lunch, two breaks & seminar handouts.

FOOD PREFERENCE: No meat No pork Other (Please specify).....

REGISTRATION & PAYMENT:

- Direct Deposit: MICE CAPABILITIES DEVELOPMENT**
SIAM COMMERCIAL BANK, Siam Square Branch, Savings Acc., No. 038-438984-1
- Crossed check payable to: MICE CAPABILITIES DEVELOPMENT**
26th Floor, Siam Tower, 989 Rama 1 Road, Pathumwan, Bangkok 10330

Please kindly send copy of registration form & pay-in slip to fax no. 02-6581411 or sujinda_i@tceb.or.th (For more information, please contact Sujinda at 02-694-6080)

Thailand Convention and Exhibition Bureau (Public Organization)
Tel: 0-2694-6000 Fax: 0-2658-1411

Program Outline

Strategies for Developing Effective Presentation Skills

2 Days Workshop

Module 1: Balancing Verbal and Nonverbal Messages

- Balancing Verbal and Nonverbal Messages
- Facial Expression
- Stance
- Hand Gestures
- Movement
- Eye Contact
- The Voice
- Physical Appearance
- Vocal Exercises
- Language
- Audience Participation

Objectives

- Explain the need to balance style and substance.
- Identify the importance of nonverbal (visual and vocal) messages.
- Receive feedback on the nonverbal messages you send.
- Practice nonverbal impact skills to reduce nervousness and to engage the attention of your listeners.
- Demonstrate how to make your content clearer and more memorable by incorporating anecdotes, analogies, examples, and quotes in your presentation.
- Demonstrate how to use audience participation techniques.

Module 2: Developing and Organizing Presentation Content

- Developing and Organizing Presentation Content
- Mind Map
- List
- Post-its/Index Cards

Objectives

- Set presentation parameters.
- Create an audience profile.
- Tap into what you already know.
- Identify what you need to find out.
- Structure your information.
- Demonstrate how to condense the speech outline into notes you can speak from.

Module 3: Preparing to Give the Presentation

- Preparing to Give the Presentation

Objectives

- Explain the benefits of rehearsing, adhering to time frame, and speaking from notes.
- Demonstrate how to reduce stress and speaker's anxiety.

Module 4: Using Visual Aids and Support Materials

- Using Visual Aids and Support Materials
- Advantages and Disadvantages of Different Types of Visual Aids
- How Many Visual Aids
- Composition of Visual Aids
- How to Use Visual Aids
- Managing Handouts
- Other Support Materials

Objectives

- Describe the purpose of visual aids and support materials.
- Distinguish among visual aids, speaker's notes, and audience handouts.
- Identify tips for effective composition of visual content.
- Describe the criteria for selection among the many types of visual aid media.
- Demonstrate guidelines for interacting with visual aids and managing handouts.

Module 5: Handling Questions from the Audience

- Handling Questions from the Audience
- The Verbal Response

Objectives

- Explain the importance of the question and answer session.
- Demonstrate how to respond professionally to questions from the audience.

Module 6: Managing the Presentation Environment

- Managing the Presentation Environment

Objectives

- Describe the advantages and disadvantages of different room setups.
- Be able to anticipate, avoid, and handle equipment problems.
- Identify what logistical arrangements to check.
- Demonstrate how to use lecterns and microphones effectively.



Fact File

Specialist Training Areas

- Communication, Leadership & Management Skills for Senior and Executive Management, Thinking & Innovation

Sample of Industries Trained

- Architectural Services, Automotive & Auto Parts, Beverage, Construction Materials, Consulting, Consumer Goods, Cosmetics, Dairy Foods, Electrical Products, Fashion, Finance & Banking, Government Agencies, Health Care Products, Insurance, Petrochemicals, Pharmaceuticals, Real Estate, Refining Industry, Retail, Shipping, Telecommunications

Highest Position and company name

- General Manager at Phutawan Co., Ltd.
- Executive Faculty of **APM** Central Services
- Master Trainer at **APM**
- Master Trainer of Tirian Training Programs

Education

- Master of Business Administration Degree, Rangsit University, Thailand
- Master of Architecture Degree, University of Minnesota, U.S.A.
- Bachelor of Architecture Degree, Chulalongkorn University, Thailand

Professional Qualifications

- American Management Association
- Assessment tools technique
- Experiential Learning
- Gray Training : The Advanced Assessment Course
- Modern Manager Program and Real Estate Managers Program, Chulalongkorn University
- Organizational Development
- Persona Assessment Consultant

- Real Estate Management Program, New York University
- Systemic Concept

Awards

- "Outstanding Employee, 2006 Award" from **APM**
- "Outstanding Service Achievement Award" from Rangsit University
- "Excellent Residence 1997 Awards" for Phutawan Resort
- "Outstanding Graduate Thesis of the Year" from the University of Minnesota

Languages

- Fluent in both Thai and English

Introduction

An experienced trainer in the field of management and leadership, our **APM** Master Trainer Khun Karin Posapiwatana, with his special training talent, has provided training to a variety of established business organizations via his popular topics, especially his experiential learning classes, for which he is certified Master Trainer by Tirian, the world's foremost experiential and high impact training company. He has the ability to create buy-in, through the involvement of his audience, with clear examples and linkages to real work situations.

Another specialist training area of Khun Karin is management & leadership skills for senior and executive management levels, including coaching and feedback skills, motivation skills, and delegation, in which he presents the best tools & techniques, in an enjoyable and uncomplicated way. In addition, Khun Karin's main focal topics include communication skills and thinking & innovation as he always gives clear comments on skills, tools and techniques for the improvement of all participants in his courses.

In addition to a full load at **APM**, Khun Karin is also President of the MBA Club at Rangsit University, and committeeman and active member of a number of other reputable programs, associations and societies. Finally, Khun Karin has received a number of awards and has continued his studies beyond his two master's degrees, one of which was attained at the University of Minnesota in the United States.

Professional Background

- More than 18 years experience in the construction design and real estate industry
- Worked as a top design architect for various projects including tenures at Wys Design Partnership in New York City and the well known architectural firm, Casa Co., Ltd., in Bangkok
- Worked in Phutawan Co., Ltd., real estate firm from Project Manager to General Manager in processing strategic direction, identifying property development and investment opportunities, marketing/ sales planning and execution, and supervising Design and Development Teams
- More than 12 years experience in the training industry

Additional

- President of the Executive MBA Club of Rangsit University
- Committeeman of the Modern Managers Program and the Real Estate Managers Program of Chulalongkorn
- Member of the Association of Siamese Architects under Royal Patronage
- Member of the Marketing Association of Thailand



- Member of the American Society for Training and Development
- Currently holds a registered professional architecture license (class II)

History at APM

- Selected from over 100 candidates to take part in a rigorous program where he went through an intensive training session in AMA content and methodology, before being certified as an American Management Association International Master Trainer
- Certified Trainer for the Extended DISC Assessment products
- Certified Presenter / Facilitator of Tirian products
- Certified Consultant for Persona Assessment products
- Executive Faculty / Consultant with **APM** Organizational Learning Practice