



INTERNATIONAL TRAINING CONSULTANTS

Develop Externally~Grow Internally



Business Skills Seminars Presentation



GLOBALINX CORP

International Training Consultants Since 1968

Developing High Potential People for Global Business



Training Objectives

The overall objective of this seminar is to ensure that all participants can prepare and deliver effective business presentations in English.

Process, Techniques, and Benefits

The seminar introduces presentation methods, techniques, and processes, as well as English language for effective business presentations.

Presentation Analysis	• Consider the Audience	Presentations are focused on the audience's needs and expectations.
	• Define Objectives	Clearly defined purpose and appropriate style achieves business objectives.
	• Develop Content	Logically structured content around key points with significance and benefits.
Write the Presentation	• Begin Powerfully	The audience clearly understands the benefits of listening to the presentation .
	• Present Logically	The audience can easily follow, understand, and remember.
	• Maintain Audience Interest	The audience maintains high attention level throughout the presentation.
	• Use Visual Aids	Information is clearly communicated and easy to remember.
	• Finish Powerfully	The audience understand the key points and the action they need to take.
Practice and Deliver	• Practicing Techniques	Presenters gain more confidence and communicate appropriate information.
	• Delivery Skills	Presenters communicate clearly and confidently with audiences of any size.
	• Handling Questions	Presenters respond concisely and confidently to questions.



Training Theory

This seminar introduces a proven three-step methodology that ensures participants quickly learn and understand the principles of effective presentations, and the opportunity to apply and develop their presentation skills through practice and critical analysis of their style and ability.

Step One: Presentation Analysis

- **CONSIDER THE AUDIENCE:** It is very important to consider presentations from the audience's point of view. Many presenters make the same presentation error. They talk about what is interesting for them. They rarely consider what the audience may find interesting, or what the audience wants to learn. Participants learn how to analyze their audience and understand their audience's needs and expectations.
- **DEFINE OBJECTIVES:** Understanding the audience's needs and expectations helps define the objective and main message of the presentation. It also helps to determine the presentations style, which will either be informative, or persuasive style (or a combination of both). Participants learn how to clearly define the objective of their presentations and determine the appropriate style.
- **DEVELOP CONTENT.** Mind Mapping, using a whiteboard and simple paper note cards is generally considered to be the most effective method for presenters to develop content when presenting material for the first time. However, in some cases it may be quicker and more effective to design visual aids first and then arrange them into a logical order. Participants learn how to use both techniques and apply the techniques to their style and situation.

Step Two: Write the Presentation

- **INTRODUCTION - BEGIN POWERFULLY:** Presenters must gain the interest of the audience and motivate them to listen. Participants learn how to do this by clearly connecting the content of their presentation to their needs and expectations of their audience.
- **BODY - PRESENT LOGICALLY:** Presentations must be easily to follow, understand and remember. Participants learn how to present information logically by structuring their presentations logically and presenting key points clearly.
- **BODY - MAINTAIN INTEREST:** Participants learn how to make information interesting and relevant to their audience.
- **BODY - VISUAL AIDS:** Visual aids help the audience to understand and remember information. Participants learn how to effectively design visual aids that clearly communicate key messages and how to use them appropriately during the presentation.
- **CONCLUSION - FINISH POWERFULLY:** Presenters must achieve their objectives in the conclusion. Participants learn how to conclude their presentation so that audience remembers the key points, understand what action they need to take, and how to use the information presented.

Step Three: Practice and Deliver

- **PRACTICING TECHNIQUES:** Practicing the delivery increases confidence and helps to deliver the presentation powerfully. Participants learn how to practice their presentation out loud and increase their confidence.
- **DELIVERY SKILLS:** Participants learn how to use their voice, eye contact, posture, and gestures to present clearly and confidently.
- **HANDLING QUESTIONS:** Handling questions from the audience can be difficult. Participants learn a simple three-step technique that helps them handle questions concisely and confidently.



Training & Study Flow

Before	Prepare	<ul style="list-style-type: none">• Pre-study material is provided for each participant.• Each learner studies at a time, place, and pace suitable for them, using bilingual workbooks.
	Pre-Assignment	<ul style="list-style-type: none">• Learners e-mail their presentation directly to the instructor for preliminary assessment and immediate feedback.
Classroom	Interactive Lecture	<ul style="list-style-type: none">• Learners receive multimedia classroom instruction, delivered at a pace that is comfortable, yet challenging, for them.• Questions are answered immediately by qualified trainers.
	Exercises	<ul style="list-style-type: none">• Topics are broken down into manageable learning points which are made familiar through short practice exercises.
	Feedback	<ul style="list-style-type: none">• Learners get instant feedback from instructors and fellow students.
	Workshops	<ul style="list-style-type: none">• Learners assemble skill sets in preparation for delivering presentations based on their business presentation.
	Presentations	<ul style="list-style-type: none">• Learners practice their presentations in a controlled environment.• Practice handling questions from their peers and instructor.• Presentations are recorded on video.
	Observation	<ul style="list-style-type: none">• Learners observe and learn from each other.• Student Observers are given evaluation checklists to assess and guide their feedback for each presenter.
	Feedback	<ul style="list-style-type: none">• Student Observers provide immediate feedback.• Instructors facilitate a group de-briefing and feedback session.• Instructor feedback is recorded on video for action planning.
	Video Review & Self Evaluation	<ul style="list-style-type: none">• Learners watch their presentations and evaluate them against a checklist of targets.
	Repeat Process	<ul style="list-style-type: none">• The seminar contains 3 interactive lectures, focussing on key learning areas.
	After	Action Plans
Follow-up		<ul style="list-style-type: none">• Follow-up study and review materials are provided.• An online graduates forum is available for peer consultation.• Performance improvements are measured using peer review, and instructors critique.• Recommendations are made for further study and practice.



Schedule

Day 1	
AM	<p>Seminar Introduction and Overview</p> <p>Participant's Presentations</p> <ul style="list-style-type: none">• Seven-Minute Presentation• Instructor's Comments and Critique• Video Recording <p>Lecture 1 - Presentation Analysis</p>
PM	<p>Workshop</p> <ul style="list-style-type: none">• Presentation Self-Evaluation and Review• Presentation Analysis Workshop <p>Lecture 2 - Write the Presentation</p> <p>Workshop</p> <ul style="list-style-type: none">• Write the Presentation• Presentation Analysis Workshop
Day 2	
AM	<p>Lecture 3 – Practice and Deliver</p> <ul style="list-style-type: none">• Practicing Techniques• Delivery Skills• Handling Questions <p>Impromptu Speaking Exercises</p> <p>Workshop</p> <ul style="list-style-type: none">• Practice Presentations
PM	<p>Participant's Presentations</p> <ul style="list-style-type: none">• Seven-Minute Presentation• Peer and Instructor's Comments and Critique• Video Recording <p>Workshop</p> <ul style="list-style-type: none">• Presentation Self-Evaluation and Review• Presentation Analysis Workshop <p>Seminar Review: Lessons Learned</p>



Target Participants

This seminar is designed to be beneficial for engineers, sales staff, support service personnel, and overseas assignees.

Since the training is designed for people working in international business environments, the classroom training and presentations will be conducted in English. As a result, a minimum TOEIC score of 500 is recommended.

The optimum class size is 5 - 8 people.

Classroom Materials

All of GLOBALINX training material is developed 100% in-house. We adapt the latest, most up-to-date technology, research, and theories to suit our clients specific business needs and training objectives. Participants are encouraged to use presentations that are directly related to their business or workplace.

GLOBALINX workbooks are written in both English and Japanese and use graphics wherever possible to illustrate techniques, methods, or procedures. Lectures are accompanied by Powerpoint presentations.

Trainers

GLOBALINX business communication skill seminars are designed and facilitated by experienced international business professionals.

Cost

Trainer: ¥ 300,000/Trainer/Day, plus travel and accommodations

Material: ¥12,500/Person

Contact

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GLOBALINX CORP has been providing corporate training services for global businesses and government agencies since 1968.

Training programs and seminars are designed to develop and improve communication and management skills for people working in international environments.

We aim to fully prepare employees to effectively work in global organizations anywhere in the world.

Our training services are continually developed and improved to ensure the highest possible standards of training and support materials.

