



SKILLS DEVELOPMENT SERIES

TURBO CHARGING YOUR SLIDES FOR PRESENTATION SUCCESS

30th (Thu) & 31st (Fri)
August 2018

Holiday Inn Singapore
Orchard City Centre

2-day Training Workshop

PowerPoint slides are a powerful tool for any presentation, providing critical visual aid to help put across key messages and financial numbers.

Though countless hours of hard work have been invested to prepare them, in many cases, presenters fail to bring their messages across effectively. While most people have no problems using PowerPoint, the main challenge is to understand how their audience absorbs and digests information visually.

Adding to this challenge, with the short meeting time available, presentation slides need to be not only effective, but versatile to address various audience styles and preferences.

Through this practical and content-packed 2-day workshop, participants will be equipped with the knowledge and skills to design impactful PowerPoint slides, empowering them to ace those important presentations and achieve the success they want.

Learn how to

ENHANCE THE IMPACT OF YOUR PRESENTATION SLIDES

with

Mr Kelvin Lee



- A certified Microsoft PowerPoint specialist
- Trained management and executives from leading MNCs including PSA, IBM, AIA, Shell Petroleum, AT&T, MINDEF, NTU, AMEX, IE Singapore, Spring Singapore and Republic Polytechnic
- Worked with large organisations, including IBM Singapore, NEC, Nokia, Siemens and NCS, to help improve their PowerPoint presentation

"Kelvin is very engaging and knowledgeable in this area. He is patient and focused. Class size is optimal for hands-on session."

... read more about Kelvin on the next page!

Bonus Gift!



Free special edition Logitech Wireless Mouse (with advanced tracking and nano receiver!) for each participant for group registrations of two and above only.

Developed and organised by:



OUR EXECUTIVE TRAINER

Mr Kelvin Lee

Kelvin Lee is a professional corporate trainer who specialises in equipping people with the skills to create impressive and persuasive presentations. Besides being a certified Microsoft PowerPoint specialist, Kelvin is a dynamic and eloquent presenter who walks the talk of effective communication.

For nearly a decade, over 1000 participants have benefited from attending his presentation training, including participants from PSA, CPF Board, IBM, AIA, ICPAS, Shell Petroleum, AT&T, MINDEF, NTU, NTUC, AMEX, IE Singapore, Spring Singapore and Republic Polytechnic.

He has also been invited to train senior management teams in Malaysia and Pakistan, as well as being a keynote speaker for NIE's "e-Learning FEST" and SHRI's HR Day.

In addition to corporate training, clients such as IBM Singapore, MINDEF, PSA, NEC, DHL, Nokia Siemens and NCS have also engaged Kelvin to provide PowerPoint makeover service to enhance their corporate presentation slides.

HEAR WHAT PEOPLE HAVE TO SAY ABOUT THE TRAINER

"A technically dry subject made lively and fun! Great workshop/program. Strongly recommended for anyone who uses PowerPoint for presentation. Kelvin is wonderful! Very knowledgeable and helpful."

JEFFREY FOO, GROUP HR MANAGER, PSA INTERNATIONAL LTD

"This is an excellent program to improve the aesthetics and impact of my PowerPoint slides without making it look cheap or amateurish."

GABRIEL CHAN, AIA TRAINER

"Great course. All professional presenters should attend this course. Really good value for money for all the materials covered and resources provided. Kelvin and team - excellent job."

COL. (NS) PNG BEE HIN, FORMER DIRECTOR D'EXECUTIVE SERVICES MINDEF

HEAR WHAT PAST COURSE PARTICIPANTS HAVE TO SAY ABOUT THE COURSE

“Kelvin is a personable enthusiastic trainer. He knows his stuff and is tireless in ensuring the class gets it too.”

“Marvellous delivery and good subject knowledge of the course trainer.”

“Trainer is engaging, helpful and relevant. Good rapport with all participants and smooth and energetic delivery. Points taught are clear and applicable for work.”

HOW WILL THIS COURSE BENEFIT YOU?

- **Understand** how the audience perceive and digest information, and avoid the top annoyances that frustrate them
- **Acquire** designer skills and techniques to transform mundane information into attractive and effective slides
- **Develop** the ability to design smooth flowing presentations from one keypoint to another
- **Learn** to apply relevant and effective animations to greatly enhance the audience’s understanding of the presentation
- **Discover** the skills to remove noise from charts and present the key numbers with clarity, creativity and efficiency
- **Create** effective slides in double-quick time by building and activating a rich reservoir of resources
- **Tap** into numerous invaluable online graphic resources to create attractive and captivating slides

WHO SHOULD ATTEND

FOR all levels of managers and executives who create or use PowerPoint presentations, including sales and marketing executives, managers, supervisors, CEOs, business owners, professional trainers and coaches, lecturers and teachers.

Prerequisites:

Note that all course participants must have a basic understanding of the uses and functions of Microsoft PowerPoint software and must bring along their own laptops preloaded with Microsoft PowerPoint.

PROGRAMME OUTLINE

Day One

Light snacks and registration (8.30am-9.00am)

Coffee Break (10.30am-10.45am)

Lunch Break (12.30pm-1.30pm)

Coffee Break (3.30pm-3.45pm)

Day Two

Light snacks (8.45am-9.00am)

Coffee Break (10.30am-10.45am)

Lunch Break (12.30pm-1.30pm)

Coffee Break (3.30pm-3.45pm)

Ends at 5pm daily.

✚ UNRAVEL THE MIND OF YOUR AUDIENCE

- ⇒ Understand how the audience perceive and digest information, and avoid the top annoyances that frustrate them

This segment will let you in on the inner workings of your audience’s brain, and how you can connect with your audience by engaging their minds effectively.

✚ UNPACK THE TOOLS OF A DESIGNER

- ⇒ Acquire designer skills and techniques to transform mundane information into attractive and effective slides

Through this segment, we will turn you into an instant “designer” by equipping you with tools of the trade used by professional designers to reach out to their audience. Included in this segment is a study of 5 to 10 decks of well-designed slides, and how you can emulate the techniques used and apply them to your own slides.

To make it more exciting for you, we’ll be equipping you with the skills to create 2 types of graphics that are widely used today; pictograms and silhouettes. They are used everywhere; in adverts, videos and even in your phones. It is a must have graphic element in your slides.

✚ CREATE UNITY IN DIVERSITY

- ⇒ Develop the ability to design smooth flowing presentations from one keypoint to another

Here, you will learn a systematic approach to creating a unified and coherent deck of slides so that your audience will be clear with the flow and framework of your presentation.

✚ HARNESS THE POWER OF ANIMATION

- ⇒ Learn to apply relevant and effective animations to greatly enhance the audience’s understanding of the presentation

The truth is, when used appropriately with taste and creativity, animation has the power to multiply the impact of your presentation. Through this segment, we’ll explore how animation is one of the key elements in making your presentation stand out from the crowd.

✚ DESIGN CLEAR AND EFFECTIVE CHARTS

- ⇒ Discover the skills to remove noise from charts and present the key numbers with clarity, creativity and efficiency

The purpose of this segment is to equip you with the right techniques to cut through the numerical jungle and empower you to present quantitative values with clarity and effectiveness.

✚ DEVELOP YOUR RESERVOIR OF RESOURCES

- ⇒ Create effective slides in double-quick time by building and activating a rich reservoir of resources

This segment will enable you with little known yet powerful techniques used by graphic designers to create impressive graphics. You will also be guided to create your own e-resource book that you can flip through and get ideas, especially when you are hard-pressed for time.

✚ DISCOVER THE TREASURE TROVES ON THE INTERNET

- ⇒ Tap into numerous invaluable online graphic resources to create attractive and captivating slides

This segment will show you how you can sift through mountains of thrash on the internet and discover treasure troves of resources to create your impressive and effective slides.

NOTE: This course includes hands on practice sessions. All delegates must bring along their own laptops preloaded with Microsoft PowerPoint Software, preferably 2010 version and above.

REGISTRATION CONTRACT

**Please complete this form immediately and fax to
(65) 6234 2106 or scan and e-mail it to
register@maximusconnections.com**

A. Delegate's details

1) Name: _____
Position: _____
Email: _____

2) Name: _____
Position: _____
Email: _____

3) Name: _____
Position: _____
Email: _____

Organisation: _____
Address 1: _____
Address 2: _____
Country: _____ Postcode: _____
Nature of Business: _____
Tel: _____ Fax: _____

B. The Invoice should be directed to (Dept)

Name: _____
Dept: _____
Tel: _____
E-mail: _____

C. Authorising Officer

Name: _____
Title: _____
Signature: _____ Date: _____

This booking is invalid without an authorised signature.

2-Day Workshop Fee:

- S\$ 899 nett** per delegate
(Early Bird Rate, by 17th July 2018)
- S\$ 979 nett** per delegate
(for registrations after 17th July 2018)
- Group Registration** (two and above together) - each
delegate is entitled to a Logitech Wireless Mouse

[Fee includes documentation, refreshment, lunch & all relevant taxes
(we do not charge GST)]

A certificate of recognition will be given upon course completion.

TERMS & METHOD OF PAYMENT

An official invoice will be sent to you after receiving the registration contract. Placement is only confirmed when full payment is received within **twenty-one (21) days** from invoice date. We reserve the right to impose late payment charges. For late registrations, payment must be received prior to the course date.

- 1) Cheque :** Made payable to
Maximus Connections
Send it to:
Maximus Connections (Payment 817),
9 Bishan Street 15 #31-18 Singapore 573909
- 2) Bank :** DBS Bank, Singapore
Current Account Number: **070-900872-0**
(Quoting your Company Name and "P817" as reference)

CANCELLATIONS & SUBSTITUTIONS :

All cancellations of registration must be notified in writing. If cancellation by 7th August 2018, you will be entitled to a 50% refund. Regrettably, no refund will be given for cancellation after 7th August 2018. However, a complete set of documentation will be sent to you. Substitutions are welcomed at any time on or before 23rd August 2018 with formal notification in writing.

NOTE :

It may be necessary for reasons beyond control, to change the content and timing of the event, speaker(s) or venue. Every effort will be made to inform the participants of the change. Maximus Connections will not be held liable for any costs arising from this change.

HOTEL ACCOMMODATION :

Accommodation is not included in the fees. If you need accommodation at the seminar venue, kindly contact Holiday Inn Singapore Orchard City Centre, 11 Cavenagh Road, Singapore 229616, Tel (65) 6733 8333. Or visit www.holidayinn.com/sin-orchard

REGISTER NOW

Contact **Mr Ryan Loh,**
Tel: (65) 6451 7698, Fax: (65) 6234 2106
Email: register@maximusconnections.com
www.maximusconnections.com