

# Presentation Skills for Technical Professionals

27 – 28 Mar 2008, Furama Riverfront Singapore  
28 – 29 May 2008, Furama Riverfront Singapore  
8 – 9 Sep 2008, Furama Riverfront Singapore



Workshop Leader  
**Deborah Torres Patel**

- Asia's leading voice and presentation expert coach
- Internationally acclaimed author, speaker, consultant
- Entertaining educator for voice, presentation skills, communication and self-expression
- Has more than 40 years experience presenting and 21 years teaching.
- Named one of the *Top 10 Coaches in Asia* in the book "Awesome Coaching - Strategies & Techniques for Impacting the Workplace".

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## Why this workshop?

In 2008's competitive work environment a technical professional clearly has to possess superior technical skills. But being a credible, effective and commanding communicator can catapult you to personal and professional success. As a matter of fact, the ability to deliver extraordinary presentations is by far the number one way to a secure and lucrative career.

The best way to sell is face to face. It doesn't matter how brilliant you, your services or your discoveries are, if people don't understand what you are trying to communicate or worse, if they are bored with your presentation, your message is certain to fall on deaf ears. You need to present in a way that people can understand and in a way that supports people ultimately to take action.

**The rippling impact of a well-delivered presentation is virtually immeasurable and reaches far beyond a face-to-face meeting.**

**Here are some ways presentation skills can make you more competitive:**

- Presentations can allow you to be seen in a different light
- Presentations elevate your reputation and enhance your credibility
- Well-delivered presentations allow people to perceive you as an expert with highly specialized knowledge
- Presentations can provide you valuable prospect, customer and client feedback
- Presentations project you into a leadership role
- Presentations can persuade and can secure management buy in
- Most presentations supply you with a captive audience
- Presentations allow you to customize material using a standard template as a base to target and market to specific audiences

**Extraordinary Presenters win business and respect.**

If you are already giving presentations, make certain you are a consistent peak performer. An extra 2% presentation effectiveness could be all you need to dramatically increase your income.

### Who should attend

Presentation Skills for Technical Professions is specifically designed for:

- Engineers / Engineering Managers
- Technicians / Technical Service Managers
- Research & Development Managers
- Scientists / Laboratory Managers
- IT Specialists & Consultants
- Technical Lecturers / Professors

### Why is Presentation Skills for Technical Professionals unique compared to other Presentation Skills Workshops?

1. Presentation skills for Technical Professionals demonstrates how to design & deliver a credible, memorable and winning presentation from concept to close.
2. Generic courses focus only on a few aspects of presentation. This is a step by step, holistic approach to presentation skills that engages and activates your audience.
3. Presentation skills for Technical Professionals uses simple 5 step, 7 step & 12 step processes that produce proven results. The process has been tested time and time again in a multitude of industries for more than 20 years in 65 countries.
4. This is not a general skills course. Participants are required to get on their feet presenting material that is relevant to their industry, expertise and job requirements.
5. Deborah Torres Patel facilitates this workshop. She frequently consults engineers and personally coaches technology market leaders, engineering educators and executives. For the past 2 years she was chosen by Singapore Infocom Technology Federation to teach presentation skills to Singapore nominees in the distinguished Asia Pacific ICT Alliance (APICTA) awards.

**Your return on this investment is enhanced personal influence, faster career satisfaction and increasing successful sales.**

### Workshop Schedule

Registration: 0830 - 0900 hours

Workshop: 0900 - 1700 hours

Buffet lunch, morning and afternoon tea-breaks and will be served during the two days.

### Programme Agenda:

#### Day One

##### Special Classroom Assignment - Part 1

The first impression is a lasting impression. What is the first impression you make? This session will include an anonymous group questionnaire that will help you discover your presentation strong points and emphasize areas for improvement.

##### Discover the Makings of a Fantastic & Memorable First Impression

Morning tea

**Logical Presentation Structure & Design for Technical & Non-Technical Audiences**

**Structuring Effective Team Presentations**

**5 Simple Steps to Making Technical Presentations Clear & Convincing**

Lunch

**10 tips for Utilizing Visual Aids & Images More Effectively to Display Technical Information**

**Making Graphs, Diagrams, Flow Charts & Technical Materials Readable & Understandable**

**Maintaining People's Interest in a Technical Presentation by Incorporating Humour & Personal Touches**

Afternoon tea break

**3 Major Distinctions of Vocal Production**

**Making your Words Come alive & Being more Exciting**

**Integrating Body Language & Gestures with a Strong Credible Voice**

**Presentation Practice**

## **Day Two**

**Review of Day One**

**Special Classroom Assignment - Part 2**

What is the first impression you leave for people? (Feedback from Day One questionnaires) Where are you vs. where you would like to be?

**Design a Plan of Action**

**The 7 Phases of a Winning Presentation**

Morning tea

**Paralinguistic Communication Techniques**

**Refining your Face to Face & Telephone Rapport Skills**

**Preparing, Handling & Answering Challenging Questions**

Networking lunch

**Overcoming Nerves, Fear of Public Speaking & Presentation Anxiety**

**Handling Last Minute & Spur of the Moment Presentations**

**12 Steps to a Powerful Presentation**

Afternoon break

**Review & Recap**

**Putting it all together**

**Deborah Torres Patel**  
*Founder, Expressing You Pte Ltd*

Deborah helps professionals become extraordinary presenters. She is an internationally acclaimed author, speaker, consultant and entertaining educator for voice, presentation skills, communication & self-expression and has taught in 65 countries using a unique 5-part communication training program she created called Expressing You!®

**Asia's Leading Voice & Presentation Expert** has over 41 years experience presenting and 21 years teaching. In 2006, she was named one of the Top 10 Coaches in Asia in the book "Awesome Coaching - Strategies & Techniques for Impacting the Workplace". Deborah is a member of the International Federation of Professional Speakers and past Director of Education and Founding Board Member for Asia Professional Speakers Association - Singapore.

**Testimonials**



"Deborah Torres Patel is the BEST voice coach in Asia. Having personally worked with voice coaches in North America, I thought there would not be too much I could still learn. I was WRONG! She helped me immensely with a stress related problem, saving my voice and giving me a more powerful delivery. Her simple yet practical exercises I use EVERYTIME before I present and they really, really work. She is THE voice professional in Asia."

**Michael A. Podolinsky, 25 year full-time professional speaker and trainer, Pearson Prentice Hall author of Mining For Gold and 10 other books on personal and professional development.**



"I took part in the Toastmasters International's Table Topics Speech Contest (an impromptu speech contest). Before the contest began, I lost my voice. I tried drinking a lot of water and it did not seem to help much. A few minutes before my turn to speak, I started to do the various warming up exercises that Deborah taught us, including exercises involving the tongue, jaw, cheeks, neck, shoulders and hands. When I started my speech, my voice came out very naturally and it was a great feeling!"

**Jacob Gan, Associate Professor, Nanyang Technological University (Singapore)**



"Thanks to Deborah, I stopped getting knots in my stomach whenever I spoke in Public. Now I'm much more self-assured when I present and I am free to focus on what I do best."

**Dr. Theresa Chew, President & CEO Expressions International**



"Deborah helped me tremendously with my powerful stage performance. She taught me how to be more expressive with my body, voice and movement. Amazingly, during the first session, I even learned how to sing - that is a miracle!"

**Datuk Maznah Hamid, Executive Chairman Securiforce Group, entrepreneur, educator, author, radio & TV personality**



"Deborah has a gift for motivating people. Ms. Torres Patel is one of the most versatile professionals I've ever come across. She has a terrific and unstoppable attitude... Deborah gives her all... and inspires others to do the same."

**General Manager - HUTCHISON PORT HOLDINGS GROUP (Hong Kong)**

"I would like to express my sincere thanks and appreciation to Deborah for providing us with the techniques to express ourselves freely and openly. I really enjoyed the sessions."

**Derrick Ang, Research Associate, School of Materials Science & Engineering, Nanyang Technological University**

"Deborah is an awesome speaker, trainer, and entertainer! I have contracted her for various projects over the last 8 years. She has extensive knowledge of international culture as she has worked in over 60 countries. Deborah is great with people of all races and religions."

Bennette Ibanez-Virata - Events Director - Care Philippines,  
Filipino Veteran's Association & World Hunger Project

## REGISTRATION

### Presentation Skills for Technical Professionals

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Registration fees: S\$1,795 nett per person  
(Team discount is available for a team of 3 or more delegates)

For enquiries / registrations, contact

**Partners Conference & Event Management Pte Ltd (Reg. No. 200210370R)**

Tel: 65-6288 1273

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Email: [enquiries@partners-conference.com](mailto:enquiries@partners-conference.com)

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YES! Please register me / us:

<i>Name of Delegates</i>	<i>Designation</i>	<i>Email Address</i>	<i>Choice of Date</i>
1. _____	_____	_____	Ⓒ Mar 08 Ⓒ May 08 Ⓒ Sep 08
2. _____	_____	_____	Ⓒ Mar 08 Ⓒ May 08 Ⓒ Sep 08
3. _____	_____	_____	Ⓒ Mar 08 Ⓒ May 08 Ⓒ Sep 08

### Approving Manager

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

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### Methods of Payment

Bank Transfer should be made to  
Account Name: Partners Conference & Event Management Pte Ltd  
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Pay to: OCBC Bank (SWIFT Code: OCBCSGSG)  
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Please make your crossed cheque payable to Partners Conference & Event Management Pte Ltd.

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