



Technical Presentation:

The ABCs (Assembling, Broadcasting, and Closing) of technical presentations

Course Summary

With the spread of PowerPoint as a presentation tool, it has become almost necessary that one becomes proficient in the use of the programme. Used rightly, it can inform and entertain. The opposite is true in that if it is used wrongly it will distract and bore the audience. Furthermore, in the context of an engineering/science practice, we cannot avoid the use of PowerPoint in presenting technical concepts to the public. Hence this course has been developed for those in the technical field aiming to improve their presentation skills and increase their confidence in their deliveries.

Target Audience

- Engineers
- Project Managers
- PMETs who conducts presentation to the board, management or customer

Course Outcome

Participants should acquire the knowledge and skills to deliver effective, concise, and impactful presentations to both technical and non-technical audiences

SCEM PDU Points to be Awarded

30 August 2018

9am - 5pm

Singapore Sustainability Academy

180 Raffles Place Level 6 Sky Park, #06-10

City Square Mall Singapore 208539

Technical Presentation:

The ABCs (Assembling, Broadcasting, and Closing) of technical presentations

Program Outline

Assembling the Content

- Craft your presentation according to your audience
- Design visuals for impactful presentations
- Implement animations to aid (and not hinder) your message

Broadcasting the Presentation

- Be aware of the body language you portray
- Control and utilise your voice for effective message delivery
- Manage cues from the audience

Closing the Q & A

- Handle the Q & A session in a professional and tactful manner
- Learn how to handle challenging questions
- Close your presentation with impact

This technical Presentation workshop is part of the solar professional certification

Dr. Stephen Tay



Dr. Stephen Tay has through the years sat through numerous presentations and identified elements to use and avoid. With the knowledge gained, he has participated in competitions such as Present Around The World, and emerged first in London and South-East UK. In this seminar, Stephen will share with participants how to prepare their slides, deliver the presentation, and handle the much-feared Q&A sessions. This course would be especially useful for those in the technical field aiming to improve their presentation skills and increase their confidence in their deliveries. Dr. Stephen Tay heads the Urban Solar Group and National Solarisation Centre at the Solar Energy Research Institute of Singapore (SERIS). He obtained his PhD from the Department of Materials.

Rates

Normal	Group
SEAS Member: \$ 350.00	3 participants and above \$ 400.00
Non-Member: \$ 480.00	SCEM Special Rate \$ 380.00

Fees are inclusive of GST

SEAS may cancel or reschedule a course at its discretion and will use reasonable efforts to notify delegates at least 5 working days in advance. In these circumstances, delegates will be offered an alternative date, an alternative location or a full refund of course fees paid. SEAS is not responsible for airline or accommodation costs incurred by delegate in the event a course is cancelled or re-scheduled.

Substitutions (name changes) are accepted at any time prior to the event without penalty, subject to the replacement delegate satisfying any necessary course pre-requisites.

Call us at +65 6338 8578 to enquire

Email: training@seas.org.sg

Registration Form

Yes! I would like to register for this programme

I am unable to attend but please put me on your mailing list

Participant's Details

1	Name (Dr/Mr/Ms/Mrs) Hp NRIC	Designation Email
---	-----------------------------------	----------------------

Participant's Details

2	Name (Dr/Mr/Ms/Mrs) Hp NRIC	Designation Email
---	-----------------------------------	----------------------

Billing Information

Company Name Company Address Tel	Contact Name Email
--	-----------------------