

**GLOBALINX CORP**

International Training Consultants



# Business Presentation Skills

Essential communication skills for successful global business

Online Training and Coaching Program

Business communication skills your employees need to master for their personal success, and for the success of your organization



# Business Presentation Skills

This program will help employees prepare successful business presentations that have a greater impact on their audience and achieve their presentation objectives.

Our program is based upon 30 years experience of training and developing Japanese business people to prepare and deliver successful presentations in English.



## Designed for Japanese employees to improve their language capabilities and business presentation skills

The purpose of this program is to help employees prepare and deliver successful business presentations in English. The instructor will guide and coach participants through a three-step methodology to help them learn how to prepare presentations that have a greater impact on their audience and achieve their presentation objectives.

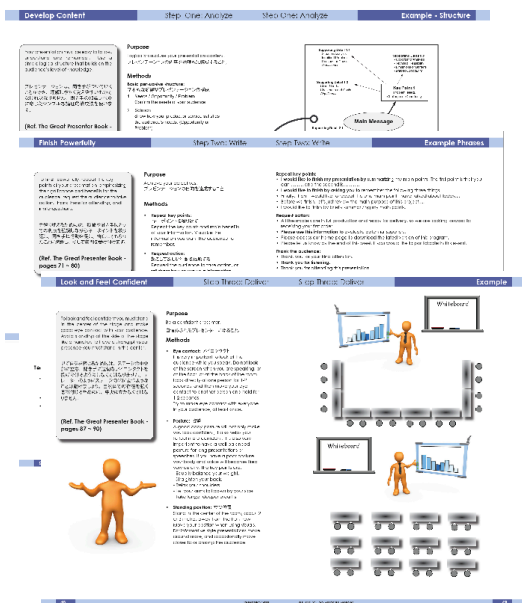
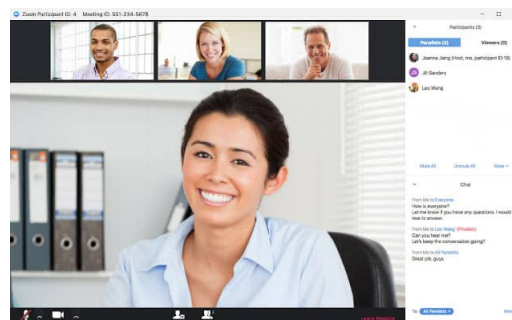
In particular, participants will learn how to:

- Design presentations that meet the needs and expectations of their audience.
- Write presentations that are easy to follow, understand, and remember.
- Deliver presentation clearly and confidently.

Specifically, employees will be able to:

- Consider and understand the needs and expectations of their global audiences.
- Define clear objectives to achieve their goals.
- Develop and logically structure the content of their presentation.
- Write logical presentations that are easy to understand and remember.
- Attract and maintain the interest and attention of their audiences.
- Design simple and clear visual aids.
- Deliver presentations clearly and effectively.
- Answer questions confidently.

## Online Lectures and Practice Presentations



## Who is this program for?

Designed for Japanese business people that need to make informative and persuasive business presentations in English. It is recommend that participants have appropriate English language and communication skills, ideally a TOEIC of at least 600 points.

# Key Program Elements

## Step 1: Presentation Analysis

**Consider the Audience.** Participants learn how to consider the needs and expectations of a their audience based on business and cultural background.

**Define Objectives.** Clearly defining the main message and the key points of a presentation is essential to focus on how the audience will use the information and the action the should audience take.

**Develop Content.** Participants learn how to mind-map ideas and logically structure their content to achieve their objectives.

## Step 2: Write the Presentation

**Begin Powerfully.** Participants learn how to clearly connect the content of their presentation to their needs and expectations.

**Present Logically.** Participants learn a simple process and several techniques to present logically and help the audience follow, understand and remember their presentations.

**Maintain Interest.** Participants learn several techniques to make their information interesting and relevant to the audience's needs and expectations.

**Use Visual Aids.** Participants will learn how simple design with powerful key messages help them achieve their objectives.

**Finish Powerfully.** Participants learn several techniques to help them finish powerfully and confidently.

## Step 3: Practice and Deliver

**Practicing Techniques.** Using effective techniques to practice the presentation increases confidence and helps participants to deliver their presentations more confidently.

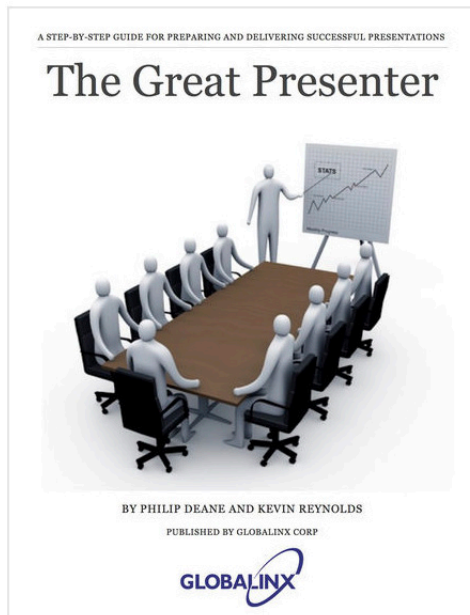
**Delivery Skills and Techniques.** Participants learn how to use their voice, posture, gestures and eye contact to deliver their presentations powerfully. They also learn a three-step technique and useful phrases to help them confidently answer questions.



## 7-week Program

<b>Week 1 Orientation Online</b>	Meet and greet the instructor Technical orientation for the online platform Program overview and schedule Assignment review 45 minute Lecture: Three-Step Methodology Question and Answer
<b>Week 2 Prepare and Submit Presentation E-mail</b>	Complete assignment and submit by email to the instructor. This includes Powerpoint or Keynote documents.
<b>Week 3 Instructor Feedback E-mail</b>	The instructor will evaluate the presentation content and respond with comments and suggestions by e-mail.
<b>Week 4 90-minute Coaching Online</b>	Take 1 Presentation. Instructor's comments Video review with instructor Identify strengths and weaknesses Summarize learning points
<b>Week 5 90-minute Coaching Online</b>	Take 1 - Review Learning Points Take 2 Presentation. Instructor's comments Video review with instructor Identify strengths and weaknesses Summarize learning points
<b>Week 6 90-minute Coaching Online</b>	Take 2 - Review Learning Points Take 3 Presentation. Instructor's comments Video review with instructor Identify strengths and weaknesses Summarize learning points
<b>Week 7 Final Assignment E-mail</b>	Complete self-evaluation and actions items. Submit by e-mail to instructor

# Business Presentation Skills



## Program Highlights:

- A blended program combining live online training, e-mail support and self-study.
- Professionally developed materials and content including, The Great Presenter book (available in English and Japanese) and a bilingual program workbook with exercises, examples and resources.
- Facilitated by professional instructors with over 25 years experience.
- Live coaching with immediate professional feedback and comments.
- Participants can use and practice their real business presentations making the learning experience relevant and supporting current business needs.
- Proven three-step methodology that participants can immediately apply to their next business presentations.
- Participants will learn skills and techniques that can be applied to both English and Japanese business presentations.
- Flexible schedules and learning environment. Globalinx supports both Zoom and Webex



### Instructor: Philip Deane

Phil Deane has over 25 years experience in corporate communications skills training. He is the co-author of several well-respected business skill books published in Japan (Asahi Press). He has designed and conducted business skill seminars for more than 50 clients in many different industries. He has designed and delivered pre-departure and inter-cultural training programs for both foreign and domestic companies. During his ten-year career at Philips Radio Communication Systems, he worked as a systems engineer and project manager. From 1986~88 he attended Anglia Ruskin University in Cambridge, graduating with distinction in Industrial Management.

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Developing High Potential People for Global Business Since 1968

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