



DATES

September 19 - 20, 2019
Thursday - Friday
9:30 am - 5:30 pm

PROGRAM FEE

Php 11,800.00 (Early Eagle Rate
until Sept. 5)
Php 12,800.00 (Regular Rate)

HOW TO REGISTER Online

www.cce.ateneo.edu

Email

sales.cce@ateneo.edu

Call

(+632) 8302040

*Schedules and prices may
change without prior notice.*

Delivering Dynamic Presentations

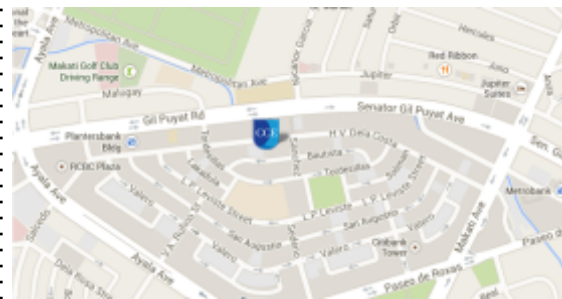
Communication Excellence Series

Package inclusions:

- Program fee
- Training kit
- AM/PM snacks
- Lunch
- Certificate of course completion

Venue:

Ateneo de Manila University - Salcedo Campus
3/F Ateneo Professional Schools Bldg.,
130 H.V. Dela Costa St., Salcedo Village,
Makati City, Philippines



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June 25, 2019



ATENEO DE MANILA UNIVERSITY
GRADUATE SCHOOL OF BUSINESS



human resources management

Delivering Dynamic Presentations

Communication Excellence Series



CENTER FOR CONTINUING EDUCATION

Simple and to the point is always the best way to get your point across. - Guy Kawasaki

Knowing how to make an effective presentation is the key to getting your point across in any business situation. **Delivering Dynamic Presentations** shows you how to increase the value of your presentation, whether in informal staff meetings, marketing activities, or large conferences. It concentrates on preparing you to make an impressive presentation.

Delivering Dynamic Presentations uses an approach that makes learning both easy and enjoyable. It is a no-frills run-down on the best way to handle a speaking situation. It is a program of strategies that shows what to do, when to do it, how to do it.

Delivering Dynamic Presentations

Communication Excellence Series

objectives

After the course, you will have learned:

1. How to prepare an interesting, thorough presentation;
2. How to tell audience what they want to know; and
3. How to sell them on yourself and your service or product.

who should attend

The program is for people, who, under the heat of corporate demands, are expected to sound as good as they look when they present an idea.



resource person



MARIA SOCORRO (BABY) P. JAMIAS is a Gallup-Certified Strengths Coach, a learning and development facilitator, and a capability-building consultant. She works with business and academe, as well as with government and private organizations. Her field of proficiency includes performance improvement, talent management, professional skills development, leadership and management training. Currently, she is Program Director of the Happiness at Work Series and the Communication Excellence Series of the Ateneo Center for Continuing Education.

Previously, Ms. Jamias was a faculty member of Far Eastern University, University of Sto. Tomas, Maryknoll (now Miriam) College, St. Joseph's College, and Ateneo de Manila. She has a Certificate in Organization Development from the Ateneo Human Resources Center. She completed Master of Arts in Linguistics at the Ateneo de Manila University. She likewise took graduate studies in Education, Drama, and Speech at the University of the Philippines, University of Sto. Tomas, and Ateneo de Manila University respectively.

program content

I. **You as Communication Medium**

- A. Personal presentation capability
- B. Attitudes and outlooks
- C. Self-confidence and credibility
- D. Assessing yourself as a presenter

II. **Preparing for Your Presentation**

- A. What the audience expects from a presenter
- B. *Take-charge* body language
- C. Powervoicing
- D. Fixing speech mannerisms

III. **Organizing Your Presentation**

- A. Using the introduction for maximum impact
- B. Sustaining interest and actively engaging the audience
- C. Leaving an impression through the conclusion
- D. Pacing the presentation
- E. Facilitating the question-and-answer session

IV. **Putting it All Together**

- A. Video recording of individual presentations
- B. Critiquing

complementary courses

Business Writing Basics

July 29, 2019

Writing skills have become a determining factor in work productivity and success. People who aspire to do well—or even stand out—at work need to invest in developing these skills. This course is for professionals who want to have stronger writing skills in the business context.

Communicate With Impact

October 17 - 18, 2019

This course is designed to provide information and background on spoken communication in a variety of settings (relationships, groups, and public), and in situations where we must make public presentations.