



HIGH IMPACT BUSINESS PRESENTATION SKILLS TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor



+603 8022 8330



+603 8022 8201



info@mtbmgroup.com



mtbmgroup.com

Course Title: High Impact Business Presentation Skills Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with practical techniques to design, structure and deliver high-impact business presentations with clarity and confidence. It equips learners with essential communication strategies, audience engagement methods, visual presentation skills and techniques to manage nerves and speak with authority. Through structured practice, real-time feedback and workplace-focused activities, participants will develop the confidence and capability to present professionally and communicate messages that influence, persuade and inspire.

OBJECTIVE(S):

- Improve confidence and clarity when presenting.
- Structure presentations effectively for business audiences.
- Apply visual design principles for impactful slides.
- Strengthen verbal and non-verbal communication.
- Engage audiences and handle questions professionally.
- Manage presentation anxiety and stress.
- Use persuasive techniques to influence decisions.
- Deliver messages clearly, concisely and confidently.

TARGET GROUP(S):

- Managers and executives
- Supervisors and team leaders
- Sales, marketing and customer-facing personnel
- Trainers, facilitators and presenters
- Anyone who needs to present ideas, proposals or reports

ENTRY REQUIREMENT(S):

- Able to read, write and communicate verbally in Malay/English

TOPIC(S):

1. Fundamentals of High-Impact Business Presentations
2. Structuring Messages for Professional Audiences
3. Verbal, Non-Verbal and Visual Communication Skills
4. Slide Design, Visual Aids and Presentation Tools
5. Audience Engagement and Persuasive Techniques
6. Managing Nervousness and Presentation Anxiety
7. Delivering Confident Presentations and Handling Q&A
8. Practical Presentation Sessions and Feedback

LIST OF REFERENCE BOOK(S):

- Business presentation and communication guides
- Visual communication and slide design references
- Professional speaking and persuasion materials

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories
- Flip chart with accessories
- Presentation templates and practice materials

METHODOLOGY(S):

- Lecture
- Demonstration
- Group discussions
- Individual and group practice
- Video review and feedback

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:15 am	Topic 1: Fundamentals of Business Presentations
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 2: Structuring Messages for Impact
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 3: Communication Skills for Presenters
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 4: Slide Design and Visual Aids

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:15 am	Topic 5: Audience Engagement and Persuasion
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 6: Managing Nervousness and Handling Q&A
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 7: Presentation Delivery Practice
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 8: Final Presentation, Review and Feedback