



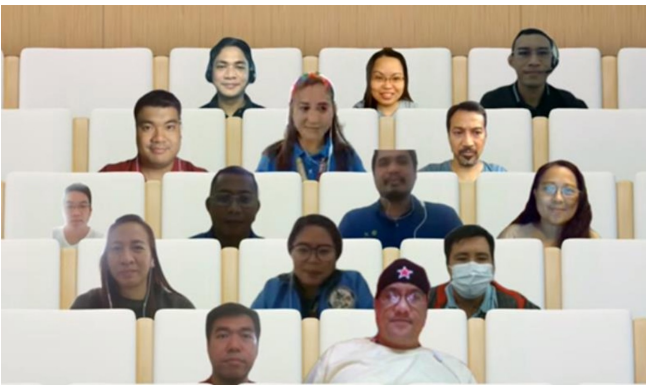
About Us

Insights Manila (registered as Insights MLA Business Solutions) is a training services company based in Makati. The company believes that the country's workforce requires ample training that is effective and insightful, yet affordable.

The consultants of Insights Manila are experienced professionals who had executed the courses several times for different companies under various training institutions.

Insights Manila mostly offers exclusive training for companies. The courses are customized to meet specific training needs. The company also offers public classes where individuals can enroll, and one-on-one training for people who wish focused training. Other than training, the company also accepts Excel automation projects and course development projects.

With Insights Manila, you are directly dealing with the consultants- no intermediary parties who just add costs to the training delivery.



• Other courses offered:

- Basic MS Excel Training
- Advanced MS Excel Training
- Macros and VBA Programming
- Advanced MS Word Training
- Advanced MS PowerPoint Training
- Basic MS Access Training
- Google Sheets Training
- LibreOffice Training

- Essential Supervisor Training
- Essential Manager Skills
- Assertiveness Workshop
- Root Cause Analysis
- Business Writing
- English in the Workplace
- Presentation Skills Training

- Sales Skills Training
- Customer Service Training
- 5S Implementation in the Workplace
- Train-the-Trainer Workshop
- Courseware Development and Instructional Design
- Call Center Workforce Management
- Call Center Representatives Foundation Skills

Just some of our Clients:



We are located at 7F Finman Centre, 131 Tordesillas St., Salcedo Village, Makati



Outline

Presentation Skills Training



This workshop aims to have participants demonstrate effective presentation skills in both body movements and conveying ideas. Aside from learning essential knowledge in presenting, handling distractions, and managing venues, participants are given several feedback throughout the session.

Presentation Practice 1: 5-minute Diagnostic Presentation

1. Presentation Skills Overview

2. Presentation Skills

- Vocal Dynamics
 - Choosing the Right Tone
 - Controlling Volume
 - Controlling Pacing
- Word Choice
- Body Language
 - Effective Hand Gestures
 - Enabling Posture
 - Effective Movement

Presentation Practice 2: 5-minute Co-presentation Exercise

3. Relaying Ideas Effectively

- Understanding Your Audience
- Using Diagrams
- Using Comparison Tables
- Creating Flowcharts
- Presenting Assertively

4. Audience Management

- Handling Distractions
- Venue Management

5. Making Effective PPT Presentations

Final Presentation Exercise: 7 minutes each