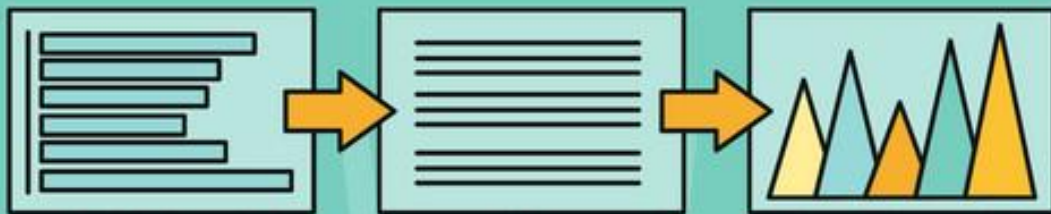


# BUSINESS WORKSHOP





■ **How to Rock  
Business Presentation**

## Introduction

- 3 essential elements of effective business presentation
- Presentation objective setting
- Audience analysis
- How to organize your content and structure
- Tips of using visual aid, body language, movement, eye contact and dress code
- Practice and interactive exercise for voice and intonation usage
- Mini presentation by using golden business presentation structure

## Client List for this workshop

AON  
AIA  
AXA  
Richemont  
Hung Fook Tong  
MTR  
Siu Fook Union  
The Hong Kong Institution of Engineers  
Hong Kong Society of Professional Training  
Hong Kong Polytechnic University  
Hong Kong Lingnan University  
Red Cross Hong Kong  
Young Professional Group Hong Kong

## Participants will achieve

- Understand the 3 essential elements of effective business presentation – Visual, Vocal and Verbal
- Know how to make good use of the visual aid, body language, movement, eye contact and dress code
- Strengthen their voice and intonation to make the presentation more clear and charming
- Organize their presentation with a simple structure with an audience analysis and clear objective in order to deliver a result-oriented presentation with IMPACT.

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# 6

# NEGOTIATION TECHNIQUES

## THAT NEVER FAIL

**Have you ever found yourself compromising too fast, ending in a result that you didn't really want?**

Negotiation can be difficult. Yet, with a few simple techniques, you can always strive to achieve an outcome that you are happy with.

## SO HOW CAN WE MASTER THE KEY TECHNIQUES OF NEGOTIATION?



### MAXimizing your INTEREST

Upon completion of the training, participants will:

- Become more confident and comfortable in negotiation
- Know how to formulate positive negotiating strategies
- Master negotiation tactics purposefully
- Be able to break deadlocks creatively





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