

Virtual Public Workshop  
25<sup>th</sup> Nov & 1<sup>st</sup> Dec 2020  
9.00am – 1.00pm (2 x 4-hour)

Virtual Presenting Intelligence™

- *Where SUBSTANCE meets STYLE ONLINE* –



*Leading Change from Mind to  
Muscle, to Mastery*

**mq Training Coaching Consulting**

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# Virtual Presenting Intelligence™ – virtual learning details

<p><b>Overview</b></p>	<p>In today's environment we have to make every opportunity to communicate and present matter. The ability to analyse our audience, organise and structure our data quickly, then be able to present our ideas efficiently, effectively and in an engaging manner is a CORE skill for ALL.</p> <p>With the move to virtual presentations and meetings, the challenge is greater – and so is the opportunity. Virtual meetings enable us to meet and interact with audiences who are geographically in different spaces, which was not always possible before.</p> <p><b>Time goes faster, Points need to be clearer, and YOU need to be more impactful.</b></p> <p>For best results, we need to prepare slightly differently for virtual environments than face-to-face and that is what this workshop is focused on.</p> <p>At the same time, the basics of impactful presentations remain unchanged – your message needs to be structured and clear. Simple TOOLS, TECHNIQUES and TEMPLATES will be used on how to get clarity on your audience and messaging, to develop a customised presentation for that audience, that is both <b>LOGICAL &amp; ENGAGING at the same time.</b></p>
<p><b>Why Organisations use vPI to</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Equip people to speak up confidently and be persuasive</b> - even when working from home or in virtual environments</li> <li>▪ Get their people <b>to deliver clear, logical and engaging messages</b></li> <li>▪ <b>Build <u>online</u> PRESENCE</b> for their frequently invited speakers and presenters</li> <li>▪ Equip ALL presenters in the organisation to <b>be more ENGAGING on virtual platforms</b> - whether in meetings or formal presentations to senior partners and clients - with creative ways to keep the audience tuned-in.</li> </ul>
<p><b>Why YOU need this workshop</b></p>	<ul style="list-style-type: none"> <li>▪ You need to know <b>HOW TO keep your audiences' ENGAGED and INTERESTED</b> in what you are presenting from beginning to end - <u>even when you might not be able to see them</u></li> <li>▪ You are <b>presenting technical or 'boring' data</b> and information and you want to make it interesting for your audience</li> <li>▪ You <b>want your audience to KNOW, DO or AGREE to something</b> at the end of your presentation</li> <li>▪ You are a nervous presenter and you want to <b>develop STYLE and calmness and confidence</b> while presenting</li> </ul>

<p><b>Learning Outcomes</b></p>	<ul style="list-style-type: none"> <li>▪ To Better PREPARE for presentations</li> <li>▪ To TAILOR presentations to the AUDIENCE</li> <li>▪ To ORGANISE &amp; STRUCTURE presentation content</li> <li>▪ To DELIVER with Impact using best practices in Non-Verbal Communication (Voice and Gestures) - over video</li> <li>▪ Eye-Contact and Energy in the Virtual World</li> <li>▪ To CREATE VISUAL IMPACT with PowerPoint</li> </ul>
<p><b>Duration</b></p>	<ul style="list-style-type: none"> <li>▪ This virtual workshop is run over 2 days, with 4-hour per day</li> </ul>
<p><b>Virtual Platform</b></p>	<ul style="list-style-type: none"> <li>▪ Zoom platform <i>(the Zoom Link details will be provided 2-day before the workshop date)</i></li> </ul>

# Virtual Presenting Intelligence™ – virtual learning outline

TOPICS	DESCRIPTION
<b>DAY 1</b>	
<b>Pre-Work</b>	<p><i>To be completed before attending Day 1</i></p> <ul style="list-style-type: none"> <li>▪ Prepare own 5 minute work-related Presentation – including slides and content               <ul style="list-style-type: none"> <li>○ Watching Videos and Prep may take 2 hours</li> </ul> </li> </ul>
<b>Session 1</b>	<p><b>INTRODUCTIONS</b></p> <p><b>INITIAL PRESENTATIONS (recorded)</b></p> <ul style="list-style-type: none"> <li>▪ Gauge participants' skill level and allow participants to know own strengths and areas to improve when presenting. Each pax will be recorded.</li> <li>▪ Specific feedback from group &amp; trainer               <ul style="list-style-type: none"> <li>○ With larger groups - class split into 2 separate Breakout Rooms with certified Trainer in each</li> </ul> </li> </ul>
<b>STRETCH BREAK</b>	
<b>Session 2</b>	<p><b>CONTENT DEVELOPMENT</b></p> <ul style="list-style-type: none"> <li>▪ Putting the AUDIENCE first               <ul style="list-style-type: none"> <li>○ Gathering intelligence on your audience</li> </ul> </li> <li>▪ To be able to organize and structure text for clarity and conciseness, to suit audience and occasion - ENGAGE the mind of audience and increase EFFECTIVENESS of message.               <ul style="list-style-type: none"> <li>○ Starting with an Attention Grabber</li> <li>○ Signboarding - keeping your audience on track</li> <li>○ Signing off with impact</li> </ul> </li> <li>▪ Learn to use our proprietary PI Template? to organise and structure their content</li> </ul> <p><b>VISUAL AIDS - SLIDES and MORE</b></p> <ul style="list-style-type: none"> <li>▪ Review of Pre-Work               <ul style="list-style-type: none"> <li>○ Trainer Demo: To know a quick way of converting data from text template to slides; know the dos and don'ts of using visual aids in virtual sessions</li> <li>○ Q&amp;A for preparation of slides for Final presentation</li> </ul> </li> </ul>

## FUN WORK (Bridging Exercise)

- Prepare Revamped Slides based on what has been learnt – ready to use with revamped presentation created using PI Template™
- Practice FLOW of presentations before FINAL session

TOPICS	DESCRIPTION
<b>DAY 2</b>	
<b>Session 1</b>	<b>REVIEW</b>  <b>USING VOICE &amp; GESTURE ON VIDEO</b> <ul style="list-style-type: none"><li>▪ Raising the energy in virtual meetings using your voice and gestures</li></ul> <b>USING EYE CONTACT &amp; POSTURE ON VIDEO</b> <ul style="list-style-type: none"><li>▪ The Camera is your new best friend</li><li>▪ The Option to SIT and STAND</li></ul> <b>USING TECH to your ADVANTAGE</b> <ul style="list-style-type: none"><li>▪ Quick cheats - Engaging your audience using interactive tools and techniques for e.g. chat, video, polls etc. (these would depend on the platform being used)</li><li>▪ Positioning tips for video - how to place your laptop/camera and use it for best results, lighting, background etc.</li><li>▪ To use or not to use Virtual Backgrounds</li></ul> <b>Coaching – Practice – Feedback</b>
<b>STRETCH BREAK</b>	
<b>Session 2</b>	<b>FINAL PRESENTATIONS (recorded)</b> <ul style="list-style-type: none"><li>▪ Integrate all skills learnt and present.</li><li>▪ Immediate feedback from group</li></ul> <b>ACTION PLANNING</b> - identifying areas for improvement

# Virtual Presenting Intelligence™ – consultant profile

## ROSHINI GANESAN (Singapore based) Communication & Personal Effectiveness Trainer, Facilitator, Coach, Consultant

Qualification	Key Expertise	Partial Client List
<ul style="list-style-type: none"> <li>Masters in Business Administration</li> <li>Licensed trainer of John Kotter International's <b>OUR ICEBERG IS MELTING™ – Changing and Succeeding Under Any Conditions</b> (An internationally renowned programme on Leading Change) and Shawn Achor's <b>Happiness Advantage /Orange Frog - Leading Positive Performance™</b></li> <li>Certified Facilitator in Law of Attraction (MJ Losier)</li> <li>Certified Practitioner &amp; Master Practitioner in Neuro-Linguistic Programming (Mental Kombat and Australasian Institute of NLP)</li> <li>Certified EQ Trainer (6Sec®)</li> <li>Accredited Facilitator in Think On Your Feet® (Ken Everett International)</li> <li>Instructed in group facilitation process of OPEN SPACE®</li> <li>Certified in the Profiling Tools of The <b>Herrmann Brain Dominance Instrument (HBDI)</b></li> <li>IELTS Certified</li> </ul>	<p><b>Corporate</b></p> <ul style="list-style-type: none"> <li>Has been in the corporate training business for over 15 years skilling people in the areas of <b>business presentations, customer service, NLP Skills, and Communication</b></li> <li>Currently one of only three specially selected trainers to join an MNC's APMEA's team of external trainers to partner internal trainers there, to <u>co-train</u> their <b>New Manager Development Programme</b>. (Dubai, Vietnam, Thailand, Singapore, Malaysia). This unique workshop utilises the use of a simulation for participants to make Leadership decisions based on scenarios and "real-time" events, leading to an overall score reflecting the quality of their decision-making.</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>Areas of expertise include: designing, developing and training presentation skills, customer service, positive thinking (Mindset), communication and writing skills.</li> <li>Trained in over 10 countries and mastered delivery of over 10 different training programmes.</li> <li>Worked with over 50 corporate clients including participants at all levels (from interns to managing directors to professors and associate professors at a respected university)</li> <li>Performed one-on-one / team coaching to both corporate and individual.</li> </ul>	<p><b>Malaysia &amp; Singapore:</b></p> <p><b>Banking:</b> Citibank, Maybank, CIMB Bank, Aberdeen Asset Management, Deutsche Bank. Bank of Singapore, Julius Baer</p> <p><b>Insurance:</b> Great Eastern, Manulife, MSIG, Prudential</p> <p><b>Telecommunications:</b> Celcom, DiGi</p> <p><b>Retail:</b> Pan West, Li &amp; Fung</p> <p><b>Health Care:</b> SingHealth, Singapore General Hospital</p> <p><b>IT:</b> CSA, INTEL, Infineon, Motorola</p> <p><b>Hospitality:</b> Concorde Hotel, Sunway Holdings Berhad, Carcosa Seri Negara</p> <p><b>Oil and Gas:</b> Shell</p> <p><b>Education:</b> International Medical University, Singapore Management University, National University of Singapore</p> <p><b>Construction &amp; Development:</b> Selangor Dredging, Lend Lease, Lafarge</p> <p><b>Other MNCs:</b> UMW, Motorola, SIA, SONY, Emerson, Dutch Lady, Abbott Laboratories, Givaudan</p> <p><b>Indonesia:</b> Conoco Phillips</p> <p><b>Other Countries Trained</b> Australia, US, Mozambique, India, China, Japan, Korea, Thailand, Hong Kong,</p>

# MEENAKSHI SARUP (Singapore based)

## *Trainer, Facilitator, Speaker*

Qualification	Key Expertise	Partial Client List
<ul style="list-style-type: none"><li>• <b>Certified facilitator in Law of Attraction</b> (Michael J Losier),</li><li>• <b>Certified NLP Trainer</b> (Australasian Institute of NLP)</li><li>• <b>Certified Trainer of Emotional Intelligence</b> (6 Seconds)</li></ul>	<ul style="list-style-type: none"><li>• She has been in corporate and public training since 2011 and has trained programmes in Communication Skills, Law of Attraction, People Management and Emotional Intelligence to a diverse audience.</li><li>• Training and the development of people's potential has always been an area that she has been actively involved in, prior to starting LOA Centre SG, she has 12 years of corporate experience in Human Resources, Skill Development and Training and Quality Systems. She has gained this experience in 2 of the largest MNCs in the world today – Oracle Corporation and the TATA Group, as an internal trainer, Manager of the Training and Skill Development function and Manager Human Resources and Organizational Development</li><li>• She has also been instructed in the <b>facilitation methodologies of World Café, Open Space Technology, Appreciative Inquiry and Proaction Café</b> and completed a 3-day training session on <b>Interactive Training Strategies</b> by the renowned Dr Thiagi of The Thiagi Group Inc.</li><li>• She was a part of core team of practitioners hosting Pro Action Cafe in Singapore and is a member of Asia Professional Speakers Singapore (APSS).</li></ul>	<ul style="list-style-type: none"><li>• Singapore International Foundation</li><li>• Trust Energy Resources Pte Ltd</li><li>• Pfizer</li><li>• Wavelink Maritime Institute</li><li>• Bank of Singapore</li><li>• Manulife (Malaysia, Singapore)</li><li>• Hewlett-Packard Asia Pacific Pte Ltd</li><li>• Novartis Asia Pacific Pharmaceuticals Pte Ltd</li><li>• Oracle CAPAC</li><li>• Institute of Adult Learning (IAL) Singapore</li><li>• Heineken</li><li>• Singapore Institute of Management</li></ul>

# VIRTUAL PRESENTING INTELLIGENCE™

## Public Workshop Details:

Date : **25<sup>TH</sup> NOV & 1<sup>ST</sup> DEC 2020**  
Time : **9.00am – 1.00pm (2 x 4-hour per day)**  
Virtual Platform : Virtual Platform (Zoom)

## Investment:

Investment : RM 1,200 per participant

## Enquiry and Registration:

e-mail: [customerservice@mq.com.my](mailto:customerservice@mq.com.my) website: [www.mq.com.my](http://www.mq.com.my)  
To register, scan and e-mail to: [customerservice@mq.com.my](mailto:customerservice@mq.com.my)

Cheque for RM \_\_\_\_\_ with cheque number \_\_\_\_\_ enclosed here


Make cheque payable to:

### **MQ TRAINING COACHING CONSULTING**

Suite 153, No 25, Jalan Anggerik Vanilla N31/N,  
Kota Kemuning,  
40460, Selangor

(Direct Transfer: **Maybank, Subang Taipan Branch, Acc. Number: 512361136002**)

Registration Form: Virtual Presenting Intelligence™ (25 <sup>th</sup> Nov & 1 <sup>st</sup> Dec 2020)	
Name (1):	Position:
Name (2):	Position:
Name (3):	Position:
Company:	
Address:	
Contact Person:	
Phone:	Fax:
E-mail:	

  
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