

Tentang CareerTrack-Training

CareerTrack Training dan BeProfessionalTheClub adalah divisi pelatihan manajemen dari PT.Proesdeem Indonesia—lembaga konsultan manajemen yang sejak tahun 1995 memfokuskan kegiatannya pada penyelenggaraan pelatihan profesional. Pelatihan yang diselenggarakan oleh CareerTrack Training dan BeProfessionalTheClub senantiasa memadukan aktualitas dan kualitas kurikulum (modul) pelatihan, pelayanan yang prima, dan kapabilitas instrukturinya.

Pelatihan yang diselenggarakan oleh CareerTrack dan BePRO senantiasa mengacu pada perkembangan mutakhir dalam pengelolaan perusahaan yang saat ini berorientasi kepada tercapainya *good corporate governance*.

CareerTrack dan BePRO sejak berdiri tahun 1995 senantiasa berusaha mempertahankan kualitas professional training yang tinggi dengan menerapkan adanya check dan control, sehingga professional training yang diselenggarakan dapat

- menjawab kebutuhan para peserta secara komprehensif dan dengan pendekatan aplikatif
- memfokuskan terhadap solusi yang spesifik dan relevan terhadap perkembangan terkini
- memberikan aspek teknik dan aplikatif yang dibawakan oleh para instruktur yang mumpuni
- memfasilitasi kebutuhan soft skill dalam pengembangan karir dan bisnis

Melalui professional training, CareerTrack dan BePRO dapat membantu perusahaan yang ingin berkembang ataupun memperkuat posisi strategisnya dengan memberikan expertis yang dapat meningkatkan kemampuan dalam

- Mengelola prioritas secara efektif
- Membangun budaya kerja yang produktif
- Meningkatkan job value
- Menyelaraskan kemampuan dengan perkembangan serta kebutuhan terkini
- Menciptakan proses, dan professional terbaik bagi perusahaan.

Effective Presentation Skills



Develop your presentation skills to transform yourself from inexperienced speaker to skilled presenter!

In this two-day workshop, you'll develop your presentation skills and learn how to present your ideas with conviction, control and poise—and without fear. You'll gain the specific presentation skills and direction you need to become comfortable with your own style. And you'll receive expert advice on how to handle especially challenging situations. Most important, you'll gain presentation skills by making actual presentations.

Who Should Attend

This course is recommended for everyone who needs to develop their presentation skills, speak in front of groups or sell ideas to others and has little or no presentation experience.

How You Will Benefit:

- Tailor your presentation to your audience
- Use relaxation techniques to overcome nervousness
- Learn how to project your voice and use pauses to dramatize your point
- Expertly handle difficult questions and situations
- Communicate with clarity and conviction
- Gain confidence in your presentation skills

Apa yang akan Anda Pelajari:

1. Balancing Verbal and Nonverbal Messages
 - Practice nonverbal impact skills to reduce nervousness and to engage the attention of your listeners
 - Make your content clearer and more memorable
2. Developing and Organizing Presentation Content
 - Create an audience profile and set presentation parameters
 - Condense a speech outline into notes you can speak from
3. Preparing to Give the Presentation
 - Learn the benefits of rehearsing, adhering to a time frame and speaking from notes
 - Reduce stress and speaker's anxiety
4. Using Visual Aids and Support Materials
 - Describe the purpose of visual aids and support materials
 - Identify tips for effective composition of visual content and speaker aids
5. Handling Questions from the Audience
 - Explain the importance of the question-and-answer session
 - Respond professionally to questions from the audience
6. Managing the Presentation Environment
 - Describe the advantages and disadvantages of different room setups
 - Be able to anticipate, avoid and handle equipment problems
7. Exercises/Worksheets
 - Self-Introduction Worksheet
 - Prepared Presentation #1
 - Setting Presentation Parameters Worksheet
 - Audience Profile Worksheet
 - Prepared Presentation #2
8. Overheads

Jadwal Anda		IDR (000)
February 11-12, 2010	Jakarta	2.750
April 29-30, 2010	Jakarta	2.750
June 03-04, 2010	Jakarta	2.750
August 11-12, 2010	Jakarta	2.750
October 25-26, 2010	Jakarta	2.750
December 13-14, 2010	Jakarta	2.750

- Lokasi: Patra Office Tower #1710 atau hotel Grand Sahid Jaya/Ibis Slipi/dan lainnya
- Biaya tidak termasuk pajak dan akomodasi

*)Bya tidak termasuk pajak & akomodasi