

# Plan, Prepare For and Deliver Presentations



This course provides the learner with the knowledge and be equipped with the application skills in the planning, preparation and delivery of presentation.

## SUITABLE FOR:

This course would be suitable for persons who want to attain the qualification recognised as the competent person for plan, prepare for and deliver presentation by the Workforce Development Agency, Workplace Safety and Health (WSH) professionals and Occupational Hygiene (OH) professionals.

## TOPICS COVERED:

- Course Introduction
- Objectives of Presentation
- Organisational Needs
- Target Audience and its Relevant Characteristics
- Modes of Presentation
- Elements of a Presentation Structure
- Types of Resources required for Presentation
- Contents of Presentation
- Means to attract Attention and Create Interest
- Techniques to Establish Rapport
- Oral Communication Skills
- Presentation Techniques
- Contextual Dynamics
- Question-Fielding Techniques
- Time Management Techniques

## REQUIREMENTS:

- Possess Workplace Literacy Level 6 or GCE "O" Level English Grade C6 minimum

### Course Fee : SGD 382\*\*

\*\* Course fees listed excludes GST

- **After WDA Funding (<40y) :** SGD 191\*\*  
*\*\* for Singaporeans and PR only*
- **After WDA Funding (≥40y) :** SGD 38.20\*\*  
*\*\* for Singaporeans only*
- **After Non-SME Funding :** SGD 191 (<40y)
- **After SME Funding :** SGD 38.20\* (all ages)

- **Duration :** 16 Hours

- **Venue :** ESIS Academy Pte Ltd  
1010 Dover Road #03-17  
Singapore 139658

**Certification:** Participants will be awarded with a Certificate upon completion of the course.

**Accreditation:** MOM-CPD (for WHSO) – 16 Points

# REGISTRATION FORM

Course Title	Plan, Prepare For and Deliver Presentations (MF-COM-402E-1)		
Commencement Date			
<b>APPLICANT PARTICULARS</b>			
Name:	NRIC (Pink/Blue) / WP No:		
Address:			
Nationality:	Gender: M / F		
D.O.B:	Race:		
Highest Qualification:	Contact No:		
Email:	Designation:		
<b>COMPANY PARTICULARS</b>			
Company Name:	Company UEN No:		
Address:			
Contact Person:	Designation:		
Tel:	Fax:		
Email:			

ESIS ACADEMY CPE/UEN no: 201222973M 08-07-2012 to 07-07-2014

## WDA SKILLSFUTURE GRANT & ENHANCED TRAINING SUPPORT (ETS)

- The grant is applicable to Singapore Citizens or Permanent Residents only depending on funding type.
- Funding amounts defer based on age below 40 and above 40, and whether individual or corporate-funded.
- ESIS Academy reserves the right to claim back WDA subsidised funds from the participant if he/she fails to achieve 75% attendance or fails to sit for the assessments.
- ESIS Academy also reserves the right to claim back WDA-subsidised funds from the participant if he/she violates the Code of Conduct set by ESIS Academy.

## PARTICIPANT'S / COMPANY'S DECLARATION

- I hereby declare that in the event that if I do not fulfill the 75% attendance or fail to sit for the assessment required, or in the event where I violate the Code of Conduct set by ESIS Academy, I will be held responsible to pay ESIS Academy the amount subsidised by WDA or an amount totalling to the total course fees.

\_\_\_\_\_  
Individual Applicant Signature

\_\_\_\_\_  
Company Stamp (For Company's Application)

## WITHDRAWAL

- Written request received 2 weeks before the commencement of course, 100% refund
  - Written request received 1 week before the commencement of course, 50% refund
  - Written request received less than 1 week before the commencement of course, 0% refund
- \* LATE FEE POLICY: Please note that late fees are subject to 1.5% charge compounded per month.*

ESIS Academy has the right to cancel / postpone the course before commencement due to unforeseen circumstances.

## CONTACTS:

**Tel:** +(65) 6398 8660 / +(65) 6398 8759 | **Fax:** +(65) 6296 2960

**Email:** enquiries.sg@esis.com

