

Present Like a Pro!®

Inspire your audience with powerful, engaging and effective presentations

15 February, 2011, Marriott Hotel, Karachi
18 February, 2011, Pearl Continental Hotel, Lahore
9:15 am - 5:00 pm



Course Facilitator:

Sandra Reeves

Senior Director, CTC Consultants Asia Pacific



Top 3 Learning Objectives:

- 1 Maintain your presence and learn to speak as clearly as you think
- 2 Be more confident, better prepared and much more effective in your presentations
- 3 Convince, motivate and influence clients, colleagues, suppliers and other stakeholders, leading to successful results and winning relationships



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For Details & Registration:

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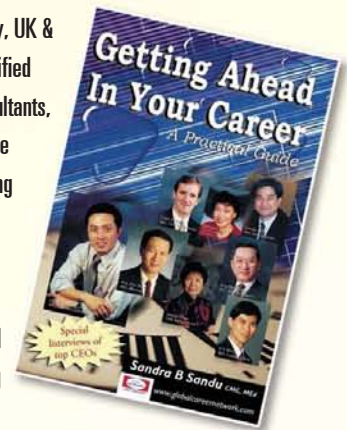
Course Facilitator: **Sandra Reeves** Senior Director, CTC Consultants Asia Pacific

Sandra Sandu-Reeves, FCMC, MEd is a Certified Management Consultant and Corporate Trainer with extensive 22-year training experience in Selling like a Pro! Superior Service, Negotiate like a Pro!, Winning Customers! Relationship Management, Call Centre Success! Network like a Pro! Overcoming Objections, Telemarketing Skills, Customer Retention, Up your Motivation, Customer Delight, Positive Attitude, Time Management, Stress Management, Creative Thinking, Mind Mapping and Innovation. She has been the force behind the training of key personnel of multinationals from across the Asia Pacific region.

Since 1982, CTC Consultants Asia Pacific, of which Sandra is the Senior Director, has designed, developed and delivered Sales and Service improvement workshops for leading corporations across the Asia Pacific having trained more than 50,000 sales, service and executive personnel from more than 350 organizations.

Sandra has a Masters degree in Education, MEd, (Training and Development) Sheffield University, UK & has also studied Strategic HR Management at INSEAD School of Business, France. She is a Certified Management Consultant from the USA as well as a Fellow of the Institute of Management Consultants, USA. She is a Certified Trainer of The American Management Association, USA, as well as The Brian Tracy Sales Training Programs USA, The Tony Buzan Creative Thinking and Mindmapping Centre Dorset, UK, The Management Development Institute of Singapore (MDIS), Institute of Management Consultants (IMC), and Business Thinking Systems, Sydney, Australia.

Sandra is a well-known speaker at international conferences and has been listed in International Who's Who Directory since 1997. Sandra has also authored an acclaimed guidebook "Getting Ahead in Your Career".



What delegates have said about Sandra

"Outstanding" is how we would describe Sandra's training sessions. Our dealers, clients and staff are delighted. We were impressed with her professional approach."

Emerson Process Systems, USA

"Excellent presentation by the trainer loaded with innovative & effective creative ideas."

Saudi Pak Commercial Bank

"It was the most productive and fruitful training session I've ever attended."

Telenor Pakistan

"Sandra is truly an eminent trainer with extensive experience and professional qualifications. We have used Sandra's training services to run multiple courses."

**National University of Singapore,
Staff Development Centre**

Top global clients benefited from Sandra's workshops:



Top local clients participated in Sandra's workshops:



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Course Overview:

The effectiveness of communication whether written or spoken will dictate whether people will respond positively or negatively. Excellent presentation can inspire others when delivered effectively and can persuade anyone to do almost anything.

This workshop focuses on the key aspects of preparing and delivering presentations which will influence the most critical, sensitive, and challenging face-to-face encounters with your clients and peers.

Key Benefits:

By the end of this workshop, participants are expected to:

- Gain confidence in facing others
- Open with impact when they speak
- State their purpose statement within 60 seconds flat
- Highlight key points of their message succinctly
- Project their body effectively for maximum impact
- Convince audiences using any of ten suggested techniques
- Handle stressful questions confidently
- Connect and build rapport with their audiences
- Build confidence and overcome nervousness
- Close decisively

Course Outline:

- Making your point across in 60 seconds flat!
- Seven P process for effective presentations
- Opening with a sizzle
- Turning your audience "On" and not "Off"?
- Convincing your audience with ten techniques
- Securing "buy In" from clients and management
- Making heavy, financial and specialized presentations more appealing
- Handling stressful questions and objections
- What if you don't have the answer?
- When to allow questions?
- Building confidence for presentations
- Presenting in pairs or teams
- Maximize body language
- "Connecting" with the audience — proven techniques
- Projecting your voice
- Closing decisively
- Ten Cs of Powerful Presentations
- Powerful Presentations Checklists

Training Methodology:

A practical combination of:

- Visually-stimulating guidelines
- Group discussions
- Practical sessions with demonstrations and practice
- Useful systematic checklists
- Planned dynamic 10-15 minute presentations
- Peer's & trainer's feedback and critique

Who Should Attend?

The course is well suited for professionals throughout management cadre, who already have a good English speaking and writing background, looking to further develop their presentation skills and logically structure their approach to inspire, motivate and influence their teams, clients and peers.

Note:

Attendees are required to bring along their notebook computers for all sessions.



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Workshop Investment

PKR **14,999/-**
per participant

10% Group Discount
on 2+ nominees

Course material, Octara certificate, lunch,
refreshments & business networking

Registration & Payment Options

- **E-mail or Fax your nomination(s) to:**
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 : info@octara.com
Fax : 021-34520708, 021-34546639
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Octara Cancellation Policy

Our Cancellation Policy is activated as soon as the duly filled signed & stamped Octara Registration Form is received from the client. Cancellations made at least 10 working days prior to the course will be refunded in full. If a booking is cancelled 10 to 7 working days before a course, a Cancellation Fee of 25% of the course fee is payable. For cancellations made within 7 working days, no refunds can be given. Cancellations must be confirmed by letter, fax or email. Substitutions may be made at any time. Notwithstanding the above, delegates may transfer to another course to be run within 6 months. Variance in the course fee will be invoiced or adjusted accordingly.

Strategic Partners



Logistics Partner



Partner *Culligan*

Bring

Present Like a Pro!®

In-house

This workshop can be customized to suit specific needs of your organization at significant savings. Please contact **Mohsin Rahim** at mohsin.rahim@octara.com or call at **0321-2133409** for more details

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Sandra Reeves, Singapore

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14 February, 2011, Karachi
17 February, 2011, Lahore
Sandra Reeves, Singapore

Effective Delegation Skills
21 February 2011, Lahore
23 February 2011, Karachi
Ramiz Allawala, USA & PK

Social Networking for Business
21 - 22 February 2011, Karachi
24 - 25 February 2011, Lahore
Lawrence Lartey, UK

Breakthrough Thinking
February, 2011, Karachi
February, 2011, Lahore
Saadi Insha, Pakistan

Creating and Implementing a Dynamic Marketing Plan
14 - 15 March 2011, Lahore
17 - 18 March 2011, Karachi
Ian Ruskin Brown, UK

Strategic Business Relationships
March 2011, Karachi & Lahore
Saira Akber, UAE

Marketing Excellence Series: Developing a Power Communications Strategy
10 - 11 March 2011, Lahore
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Omer Abedin, UAE

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Roger Harrop, UK

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Balance Scorecard
April 2011, Karachi & Lahore
Alan Power, UK

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