



FMM INSTITUTE 199901000527 (475427-W)
EASTERN BRANCH

CLOSING DATE: APRIL 9, 2026



HIGH-IMPACT PRESENTATION SKILLS

APRIL 20-21, 2026

9AM-5PM

FMM EASTERN BRANCH

OVERVIEW

Presentations are a core requirement in modern workplaces - whether for internal meetings, sales pitches, client discussions, project updates, or senior management briefings. Many employees struggle with structure, nervousness, message clarity, and audience engagement. This program equips participants with the techniques, tools, and confidence to deliver impactful presentations that are clear, compelling and professional.

OBJECTIVE

- ✓ Structure a clear, engaging, and purposeful presentation
- ✓ Apply vocal variety, body language, visual cues, and stage movement effectively
- ✓ Use storytelling and persuasive techniques to deliver memorable messages
- ✓ Design visually appealing slides that support the message
- ✓ Manage presentation anxiety and communicate with confidence
- ✓ Handle Q&A sessions and challenging audience dynamics effectively

AUDIENCE

- ☆ Executive & Managers
- ☆ Sales & Marketing Teams
- ☆ Customer-Facing Personnel
- ☆ Supervisors & Team Leaders
- ☆ New Presenters or individuals seeking confidence improvement
- ☆ Anyone required to present ideas, proposals, or updates

FOCUS

- ✓ Introduction to High Impact Presentations
- ✓ Planning & Structuring Your Content
- ✓ Delivering with Impact - Voice, Tone & Body Language
- ✓ Slide Design for Maximum Engagement
- ✓ Communicating with Confidence
- ✓ Persuasive Story-Telling & Influence Techniques
- ✓ Managing Q&A and Difficult Audiences
- ✓ Final Presentation Practicum



FEES

MEMBER: RM972.00

NON-MEMBER: RM1,080.00

(INCLUSIVE OF SST 8%)

AUDIENCE

- ☆ Mini lecturers
- ☆ Individual & group presentation practice
- ☆ Video recording & playback (optional)
- ☆ Roleplay & Simulations
- ☆ Case studies & Real-life examples
- ☆ Slide design exercise
- ☆ Peer & trainer feedback
- ☆ Confidence-building activities



CONTACT US



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fmmeastern@fmm.org.my



HIGH-IMPACT PRESENTATION SKILLS COURSE OUTLINE

DAY 1

8.45AM

Registration of Participants

9.00AM

Module 1: Introduction to High-Impact Presentations

- ◆ What makes a presentation impactful
- ◆ Understanding audience expectations
- ◆ Types of presentations (informative, persuasive, briefing, teaching)
- ◆ The communication - influence connection

Activity: Self-assessment- "My Current Presentation Strengths & Gaps"

10.30AM

Morning Tea Break

10.45AM

Module 2: Planning & Structuring Your Content

- ◆ The 4P model: Purpose, People, Point, Plan
- ◆ Building a powerful opening
- ◆ Creating a logical presentation flow
- ◆ Story structure: Hook → Message → Close
- ◆ Avoiding information overload

Activity: Participants outline a 3-minute presentation using a structured template

1.00PM

Lunch Break

2.00PM

Module 3: Delivering with Impact - Voice, Tone & Body Language

- ◆ Voice projection & control
- ◆ Pace, pausing & vocal variety
- ◆ Confident posture & stance
- ◆ Hand gesture & facial expressions
- ◆ Eye contact techniques
- ◆ Stage movement vs Standing still

Activity: Body language & voice delivery drills

3.30PM

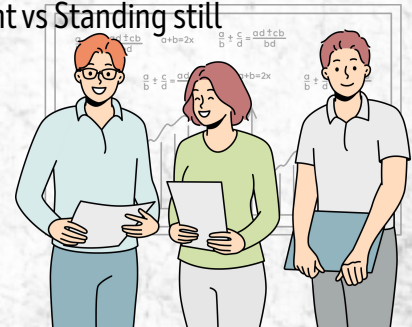
Evening Tea Break

3.45PM

Module 4: Slide Design for Maximum Engagement

- ◆ Designing slides for clarity
- ◆ Reducing text-heavy slides
- ◆ Using visuals, icons & data effectively
- ◆ Choosing colours & fonts
- ◆ Common slide design mistakes
- ◆ Tools: Powerpoint, Canva, Google slide

Activity: Slide transformation exercise (bad slides → effective slide)





HIGH-IMPACT PRESENTATION SKILLS COURSE OUTLINE

DAY 2

8.45AM

Registration of Participants

9.00AM

Module 5: Communicating with Confidence

- ◆ Managing nervousness & anxiety
- ◆ Mindset & emotional control
- ◆ Building self-confidence before presenting
- ◆ How to “sound confident” even when nervous

Activity: Breathing & grounding exercises + live practice

10.30AM

Morning Tea Break

10.45AM

Module 6: Persuasive Storytelling & Influence Techniques

- ◆ Using stories to make ideas stick
- ◆ Structure of a persuasive pitch
- ◆ Emotional vs logical appeal
- ◆ Creating memorable messaging

Activity: Participants craft a short personal or workplace story

1.00PM

Lunch Break

2.00PM

Module 7: Managing Q&A and Difficult Audiences

- ◆ Handling unexpected or tough questions
- ◆ De-escalating challenging audience behaviour
- ◆ Staying calm under pressure
- ◆ Strategies to regain control

Activity: Q&A simulation with guided practice

3.30PM

Evening Tea Break

3.45PM

Module 8: Final Presentation Practicum

- ◆ Each participant delivers a final 3-5 minute presentation
- ◆ Improvement suggestions and performance coaching
- ◆ Trainer and peer feedback

Activity: Final Assessment Presentation (recording optional)





HIGH-IMPACT PRESENTATION SKILLS

April 20-21, 2026 | 9AM-5PM | FMM Eastern Branch

...ADMINISTRATIVE DETAILS...

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider : **FMM Institute Eastern**
- MyCoID : **475427W_EASTERN**
- HRD Corp Programme No : **Provided upon registration**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes,

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed as confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

ENQUIRIES & REGISTRATION

Ms Wanhui/ Ms Elly

Email : fmmeastern@fmm.org.my

Tel: 09-560 6554/ 5244

Please tick accordingly:

- Fees:** ☐ **FMM Member: RM 972.00/pax**
(inclusive of 8% Service Tax)
- ☐ **Non Member: RM 1,080.00/pax**
(inclusive of 8% Service Tax)

Fees include course materials and Certificate of Attendance

CANCELLATION

- Must be writing with reasons.
- 7 days before the course - No payment charged.
- 3-6 days before the course - 50% payment charged.
- < 3 days before the course - Full payment charged.
- Participants who did not turn-up will be charged full payment.
- Replacements can be accepted at no additional cost.

PAYMENT

- **Cheques** made in favour of "FMM Institute" should be forwarded to FMM Institute Eastern.
- For **HRD Corp claimable course**, an **attendance of 100% is a must**, in any case, **employers will be billed in full.**

REGISTRATION FORM

Closing Date

Apr 9, 2026

Dear Sir / Madam, please register the following participant(s) for the above programme.

No	Name	Designation	I/C Number	Email	H/P No.
1.					
2.					

(Please attach a separate list if space is insufficient)

- ☐ We will **be claiming under HRD Corp Claimable Courses (SBL-Khas)** but full payment would be made to FMM Institute in the event that no disbursement from HRD CORP under any circumstances.
- ☐ We will **NOT BE CLAIMING under training grant from HRD Corp.** Payment will be made to account payee **FMM Institute** by cheque or bank transfer to **MAYBANK Account No. 5560-1106-3275**

Submitted by:

Name : _____ Designation: _____

Company : _____ FMM Membership No. : _____

Address : _____

Email : _____ Tel: _____ Fax: _____

TIN No. : _____ SST No: _____

Company Stamp