



MASTERING PRESENTATION SKILLS (INTERMEDIATE LEVEL)

21 & 22 OCTOBER 2026 | 9.00AM - 5.00PM
| MEFA TRAINING CENTER, PJ

Course Overview

In today's dynamic workplace, the ability to deliver clear, engaging, and persuasive presentations is a critical competency for professionals at all levels. This intermediate-level programme is designed to enhance participants' existing presentation skills by focusing on advanced techniques in structuring content, engaging audiences, and delivering with confidence and impact.

Participants will learn how to craft compelling messages, apply storytelling techniques, and tailor their presentations to different audiences and business contexts. Emphasis is placed on practical application through structured activities, role plays, and real-time feedback to ensure immediate improvement and workplace relevance.

Who Should Attend

- Managers, Executives & Supervisors
- HR & L&D Practitioners
- Sales & Marketing Professionals
- Trainers, Facilitators & Consultants
- Professionals required to present reports, proposals or briefings

Learning Outcomes

- Deliver clear, structured, and persuasive presentations to diverse audiences.
- Communicate confidently using effective voice, body language, and presence.
- Use visual aids effectively and handle Q&A with confidence and composure.

Course Registration :



<https://forms.office.com/r/VPKpaqz7GT>

RM2,000*

(Price Inclusive of 8% SST)

HRDC Claimable*

Course Structure

Time	Agenda
DAY 1	
9:00am - 10:45am	MODULE 1 : STRUCTURING A CLEAR & PERSUASIVE PRESENTATION
10:45am - 11.00am	Morning Break
11:00am - 12.30pm	MODULE 2 : ENHANCING VERBAL COMMUNICATION
12.30pm - 1.30pm	Lunch Break
1:30pm - 3:00pm	MODULE 3 : STRENGTHENING NON-VERBAL COMMUNICATION
3.00pm - 3.15pm	Afternoon Break
3.15pm - 5:00pm	MODULE 4 : DESIGNING EFFECTIVE VISUAL AIDS
DAY 2	
9:00am - 10:45am	MODULE 5 : ENGAGING AND CONNECTING WITH YOUR AUDIENCE
10:45am - 11.00am	Morning Break
11:00am - 12.30pm	MODULE 6 : MANAGING NERVOUSNESS AND BUILDING CONFIDENCE
12.30pm - 1.30pm	Lunch Break
1.30pm - 3:00pm	PRACTICE PRESENTATION AND FEEDBACK
3.00pm - 3.15pm	Afternoon Break
3.15pm - 5:00pm	PRESENTATION AND PROGRAM WRAP-UP

Trainer Profile



KAVITA N. SUBRAMANIAM

Kavita N. Subramaniam is a highly experienced corporate trainer and consultant with over 20 years of expertise in designing and delivering impactful training programmes across global organisations, government agencies, and SMEs. She specialises in equipping professionals with practical skills to navigate today's rapidly evolving business landscape, particularly in the areas of digital transformation, sustainability, and leadership development.

Her areas of expertise include Artificial Intelligence (AI) for business, ESG (Environmental, Social & Governance) strategy, and corporate communication. Kavita is known for her engaging facilitation style, combining real-world insights with practical applications to ensure meaningful learning outcomes and immediate workplace relevance.

She has worked extensively with senior leaders, executives, and entrepreneurs, helping them enhance decision-making, communication effectiveness, and organisational performance.