

Professional Development Programme

PRESENTATION (ADVANCED)

The Presentation (Advanced) programme covers the skills required to create and organise impactful presentations, manage and secure them, and deliver them effectively.

This programme is designed for a diverse audience, including employees who need to share knowledge, entrepreneurs seeking support or investment, business professionals promoting products or services, and academics presenting research findings or new projects.

Students will receive an ICDL Certification upon passing the assessment.

Programme Outline

- Presentation preparation and organisation
- Slide designs and templates
- Graphics and visual elements
- Working with images
- Drawing visualisation with charts and diagrams
- Media and multimedia
- Efficiency techniques
- Presentations management

Objectives

- Tailor messages to fit the demographics of the audience
- Utilise graphical elements appropriately and effectively
- Incorporate multimedia elements when they can enhance presentations
- Apply visual and formatting setting to improve the overall quality and delivery of presentations
- Consider technical aspects such as equipment, lighting, and accessibility to ensure smooth and effective delivery

LEARNING MODE	Online Learning	Face-to-Face (on-campus)	Self-Learning
DURATION	2 days		Within 12 months
FEE	RM 1,800	RM 1,800	RM 450

Assessment Mode

Test (upon completion of training)

Offered at

INTI International College Penang
INTI International College Subang

Intakes

MAY, SEPT, DEC