



London TDM

# Soft Skills and Personal Development Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 19 October 2025 To 23 October 2025

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

This 5-day intensive course on "Public Speaking and Presentation Skills" is designed to equip participants with the ability to communicate effectively and confidently in any professional setting. Participants will explore key techniques for engaging audiences, structuring presentations, and delivering content with poise and impact.

- Understand the fundamental principles of effective public speaking.
- Develop strong, clear, and engaging presentation content.
- Enhance verbal and non-verbal communication skills.
- Overcome public speaking anxiety and boost confidence.
- Learn how to adapt presentations for different audiences and contexts.

## Course Outlines

### Day 1: Introduction to Public Speaking

- Understanding the importance of public speaking in a professional context.
- Identifying personal strengths and areas for improvement.
- Exploring famous speeches and identifying key techniques.
- Introduction to voice modulation and body language fundamentals.
- Interactive exercises to break the ice and build confidence.

### Day 2: Crafting Your Message

- Components of a successful presentation.
- Techniques for effective storytelling and audience engagement.
- How to structure a presentation logically.
- Designing visual aids that complement your message.
- Practice developing and refining your presentation content.

### Day 3: Delivering with Impact

- Mastering the art of delivery.
- Strategies for maintaining audience interest.
- Using body language and gestures to reinforce your message.
- Voice control and overcoming verbal crutches.
- Practical exercises and peer feedback sessions.

### Day 4: Overcoming Challenges

- Identifying common public speaking challenges and strategies to overcome them.
- Managing and channeling anxiety effectively.
- Techniques for handling difficult questions and audience disruptions.
- Adapting your style to suit different environments and audiences.
- Role-playing exercises to simulate real-world scenarios.

### Day 5: Mastering Professionalism

- Review and consolidate key skills and techniques.
- Best practices for virtual presentations and meetings.
- Strategies for continuous improvement and building confidence over time.
- Crafting a personal action plan for ongoing development.
- Final presentations and constructive feedback from peers and trainers.