

Schedule for the Effective Presentations Seminar

Outline

Date	Thursday, November 14, 2013	Speaker	Kevin Clarkson
Time	1:00-5:30 p.m.	Venue	Amber Hall
Charge	5,000 yen (inc. tax)		

Schedule

Time	Session
1:00-1:15 p.m.	Introduction Seminar objective
1:15-2:30 p.m.	Part 1 Preparing drafts How do you analyze your audience? Which presentation structure can your audience follow easily? What should be included in an effective presentation draft?
2:30-2:45 p.m.	Coffee break
2:45-3:15 p.m.	Part 2 Designing visual aids What are effective visual aids?
3:15-3:30 p.m.	-- Group Exercise --
3:30-3:45 p.m.	Feedback
3:45-4:00 p.m.	Coffee break
4:00-5:00 p.m.	Part 3 Convincing delivery What is effective eye contact? How do you show your audience that you are confident?
5:00-5:30 p.m.	Q&A, Networking

- Held in English.
- Please bring your registration number, ID card and writing utensils.
- In the event you wish to cancel your registration, please contact Kei Tamura by November 11. (Kei Tamura: 03-xxxx-xxxx Ext. xxxx)
- You will be contacted if there are any changes in the schedule or theme.