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Ott-Goebel Consulting: Professional Presentation and Moderation Skills

Organiser: Ott-Goebel Consulting / German Centre Beijing

Date: Wednesday, 16 March 2011

Time: 18:00 to 20:30h

Place: German Centre Meeting Room (11th floor, Landmark Tower 2), 8 North Dongsanhuan Road, Chaoyang District, Beijing.

Registration: Until Monday, 14 March 2011

Fee: Free of charge

Language: English

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Delivering presentations to various audiences and moderating meetings is one of the most important instruments for managers today. Professional skills in this area can determine whether a meeting or a project will be successful or not. Many people are experts in their subjects but lack the adequate rhetoric skills and therefore feel uncomfortable when speaking to an audience. Already some easy-to-follow guidelines help you become more professional in this area. As Marcus Tullius Cicero, Roman Politician and Philosopher and Rome's most famous orator already put it: "You learn to speak by speaking."

This evening session gives you an overview of the most important rules for presentation and moderation and tells you how to avoid frequent mistakes and problems. Short exercises in an informal atmosphere help to bridge the gap from theory to practical implementation.

Agenda:

- How to motivate my target group for my topic
- Tips for efficient and systematic preparation of presentations
- How to deal with stage fright
- Adequate use of body language, facial expression and voice
- Handling questions and disturbances
- Target-oriented argumentation techniques
- How to guide discussions successfully

Brigitte Ott-Goebel is an expert in communication. With a diploma in business management and over 25 years of management experience in the sales and marketing area of a multi-national automotive manufacturer, she works today as a consultant for international change management projects. She is a certified trainer, coach and facilitator and lectures at two universities in Stuttgart/Germany in the area of soft skills and leadership qualification. Mrs. Ott-Goebel has extensive working and training experience in China and South East Asia.