

Present Like A Pro²⁰¹⁹

Effective Presentation Skills for Finance Professionals

Wed, November 13, 2019 | Karachi Marriott Hotel

Thu, November 14, 2019 | The Faletti's Hotel, Lahore

9 am to 5 pm



COURSE OVERVIEW

Finance and auditing is a highly technical and specialized field. Often, the concepts of these fields are not easy to understand for non finance professionals. Many finance professionals and auditors do not take into account their expected audience. Therefore, a communication gap emerges which is interpreted as finance professionals and auditors not being able to get their point across. This training aims to bridge that gap and turn the participants into confident, clear presenters and communicators who can get their point across at any forum, to any audience.

WHO SHOULD ATTEND

CFOs and aspiring CFOs, financial controllers, Auditors, risk consultants, Managers, supervisors, chief accountants, business analysts and every visionary finance professional.

COURSE OBJECTIVES

During the course, the participants will:

- Learn about ways to enhance their vocabulary and clarity in spoken speech
- Learn the basics about presentation drafting, its segments and its effective structure
- Understand the interests and requirements of different audiences
- Increase confidence and overcome nerves confidently deliver on a financial topic to a non-financial audience
- Learn effective usage of auditory and visual aids appropriately and effectively, particularly in the presentation of numbers
- Learn to manage questions and interaction from the audience
- Build customized presentations for various audiences
- Self evaluation

COURSE DIRECTOR:

Talha bin Hamid FCA, CIA

- Former General Manager Internal Audit, Alkaram Textile Mills (Private) Limited
- Former Director Risk & Corporate, Advisory Services, BDO Ebrahim & Co.
- Immediate Past President, Karachi Toastmasters Club

GLIMPSES FROM RECENT TRAININGS IN KARACHI AND LAHORE



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COURSE OUTLINE

Introduction

- Basics of appearance and visual presentation
- How to choose your words, build vocabulary and structure your sentences
- How to build a clear spoken style
- Do's and don't's of presenting to a non financial audience

Drafting a Presentation

- Every presentation is a story
- Introduction and greetings
- Segments of a presentation – how to craft an effective structure
- Getting your point across
- Translating financial terminology into easy to understand words
- Plagiarism and appropriation
- Visual guidelines for an effective presentation (fonts, formatting, colors)
- Built-in Q&A

Before the presentation

- The three-line rule
- Ways to practice
- Usage of various devices to prevent blanking out (such as notes, cheat sheets, or a complete script) and the pros and cons of each
- Mental techniques to gain confidence

Delivery

- The basics of:
 - Greetings
 - Eye contact
 - Vocal variety and voice modulation
 - Gestures
 - Rhetoric devices
 - Transitioning from one segment to another
 - A forceful conclusion
- Using audio and visual aids (such as slides, props, even other humans) effectively
- Timing of segments and the importance of finishing on time
- Words per minute, enunciation and clarity
- Ways to attract the audience's attention

Common mistakes that compromise the effectiveness of a presentation

- Too lengthy or complex
- Full of jargon and not tailored to a general audience
- Too much information
- Reliance on PowerPoint
- Not believing in what you have to say

Questions, heckling and curveballs

- When to allow audience questions: throughout, at set segments or at the very end
- How to handle hecklers
- How to politely steer disinterested audience back to attention
- How to handle tough questions
- Follow up

Tailoring a presentation to different audiences

- Presenting to your colleagues or fellow professionals
- Presenting to your report
- Presenting to a board of directors
- Presenting on a public forum
- Presenting on a video streaming service

Gauging audience reaction

- Real time insight into audience behavior
- Various body language postures and gestures and their interpretation
- Engaging the audience through continuous feedback
- Changing tactics in case you are not getting the desired impact

About Course Director

Talha bin Hamid FCA, CIA

- Former General Manager Internal Audit, Alkaram Textile Mills (Private) Limited
- Former Director Risk & Corporate, Advisory Services, BDO Ebrahim & Co.
- Immediate Past President, Karachi Toastmasters Club

Toastmaster International teaches public speaking and leadership skills and has helped people from diverse backgrounds become more confident speakers, communicators, and leaders since 1924.

Talha bin Hamid is a professional trainer as well as an accomplished public speaker and a published author. He has been associated with Toastmasters for past three years during which he has completed the DTM certification from Toastmasters International, the highest accolade given by the body.

He has won 3 speech contests and placed on the podium for 3 others, including third place All Karachi Inter Club Speech Contest. He has served as President of two toastmasters clubs, and was recently appointed Club Growth Director for Pakistan by Toastmasters International. Talha also contributes regularly to Aurora, under the auspices of Daily Dawn.

Talha is an experienced finance and internal control professional who started his career with A.F. Ferguson & Co. (a member firm of the PwC network) in 1997. After qualification as CA in 2002, Talha had the opportunity to work as a tax consultant and as a CFO, but his passion remains internal auditing.

Testimonials

"Mr. Talha is one of the best trainers and valuable assets of your training institution. He is very cooperative and responded to each & every query of the participants"

Asif Sattar Mithani – Head of Internal Audit,
JS Investments Limited

"Trainer was well connected with the audience and structured the presentation very well"

Taha Ahmed Khan – Finance Business Partner
ICI Pakistan Limited

"Very informative and activity engaged trainer"

Noman Kazi – Vice President, National Bank of Pakistan

"A well versed seasonal internal auditor, concise and effective communication skills, needed this soft guideline."

Mohsin Siraj – Officer Audit Department, Pakistan Stock Exchange Limited

"A very composed trainer."

Syed Abdullah Munawwar – ICI Pakistan Ltd

"Gave excellent examples from his own experiences."

Faiz Ullah Ghazi – Atlas Battery Ltd

"Very cooperative and responded each question very well also a very informative and activity engaged trainer."

Faisal Abbas Qanber – Khushhali Microfinance Bank Ltd

Regular Workshop Fee: Rs. 24,500 Per Participant

***10% Discount** on 2 or more nominations from the same organization

***15% Discount** to the members of ICAP, ICMAP, IIA & CFA Society Pakistan

Includes courseware, TerraBiz certificate, lunch, refreshments and business networking

For registration(s), send us your

Name, Designation, Organisation, Mobile, E-Mail and Postal Address

Further information please call

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*Discounts are mutually exclusive