



(Course Code: CRS-Q-0028150-BM, Course Support Period: From 01 Jan 2019 to 19 Aug 2020)

Introduction

Making presentations are an expected part of your skills portfolio. However, not all of us are natural presenters. We may wonder how we can present without feeling nervous or what we should do if we forget our script or if our visual aids don't work.

Acquire the necessary skills to prepare and deliver a presentation that convinces and inspires an audience to take action, such that what was well planned and organised is delivered as though it was natural and spontaneous.

Target Audience

Executives, presenters, salespeople, managers and anyone keen to create and deliver impactful presentations.

Course Objectives/Outline

1. Identify presentation objectives and presentation formats in accordance with organisational procedures.
2. Gather and analyse necessary information to support presentation objectives.
3. Develop presentations and presentation collaterals, to support presentation structure.
4. Present information in appropriate presentation formats to achieve presentation objectives.
5. Evaluate presentations to determine areas of improvement.

Training and Assessment

The programme is highly interactive, incorporating mini-lectures, case studies, group discussions, demonstrations, role plays, individual reflections, written assignments and oral interviews.

Certificate

Upon successful completion, participant will receive a WSQ Statement of Attainment (SOA).

Date : TBA
Time : 9am to 6pm
Total Hours : 16 hours (2 days)
Venue : TBC

Course Fee (GST not applicable)

Full Fee before funding \$400.00
 Nett Fee after funding

- 50% Funding \$200.00**
- Company-sponsored: Non-SMEs (SG < 40 yrs old/PR)
 - Self-sponsored : S'poreans between 21-39 yrs old/PR

- 90% Funding \$40.00**
- Company-sponsored:
 - Non-SMEs (SG ≥40 yrs old)
 - SMEs (SG/PR)
 - Self-sponsored: S'poreans ≥ 40 years old

- 95% Funding \$20.00**
- Company-sponsored or Self-sponsored: S'poreans ≥ 35 yrs old earning ≤ \$2K/mth

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**SKILLSFUTURE
 CREDIT**

For Enquiries

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COURSE FEES

For Company-Sponsored *1								
Full Fee before Funding	Singaporean/ PR				Singaporean Only			
	Non-SMEs Normal Funding		SMEs (Min 30% local shareholding, & Group annual sales turnover ≤ \$100 million or Employment size ≤ 200)		Mid-Career Enhanced Subsidy (Aged 40 years and above)		WTS Scheme (Aged 35 years & above with a Monthly Income Cap: \$2,000)	
Achieved ≥ 75% attendance for module & Passed the Final Assessment to be eligible for funding								
Full Fee (\$)	Training Grant @ 50% (\$)	Nett Fee (\$)	Training Grant @ 90% (\$)	Nett Fee (\$)	Training Grant @ 90% (\$)	Nett Fee (\$)	Training Grant @ 95% (\$)	Nett Fee (\$)
400.00	200.00	200.00	360.00	40.00	360.00	40.00	380.00	20.00

*1 Companies which sponsor staff are eligible to receive a complimentary STADA Corporate Membership.

For Self-Sponsored *2						
Full Fee before Funding	Singaporean/ PR		Singaporean Only			
	Baseline Funding (Aged 21 years & above)		Mid-Career Enhanced Subsidy (Aged 40 years and above)		WTS Scheme (Aged 35 years & above with a Monthly Income Cap: \$2,000)	
To attach any of the following: - WTS/WIS Notification Letter - IRAS tax notification letter - SINGPOST receipt for CPF income declaration - Any last 3 mths' payslip - Employment contract dated ≤ 3 mths before registration						
Achieved ≥ 75% attendance for module & Passed the Final Assessment to be eligible for funding						
Full Fee (\$)	Training Grant @ 50% (\$)	Nett Fee (\$)	Training Grant @ 90% (\$)	Nett Fee (\$)	Training Grant @ 95% (\$)	Nett Fee (\$)
400.00	200.00	200.00	360.00	40.00	380.00	20.00

*2 Self-sponsored applicants are eligible to receive a complimentary STADA Ordinary Membership.

FUNDING

(i) Course Fee Support

The sponsoring company/ self-sponsored applicant will pay the **Nett Course Fee** after course fee subsidy to STADA.

(ii) Absentee Payroll (AP) – for company-sponsored employees only

	Normal Funding	SMEs	WTS
AP for training <u>during</u> working hours	80% of hourly basic salary (capped at \$4.50 per trainee hr)	80% of hourly basic salary (capped at \$7.50 per trainee hr)	95% of hourly basic salary
AP for training <u>outside</u> working hours	80% of hourly basic salary (capped at \$4.50 per trainee hr)	80% of hourly basic salary (capped at \$7.50 per trainee hr)	95% of hourly basic salary
Mandatory AP top-up by employer for training outside working hours	Balance 20% of hourly basic salary (capped at \$1.10 per trainee-hr)	Balance 20% of hourly basic salary (capped at \$1.90 per trainee-hr)	Balance 5% of hourly basic salary
Total AP receivable by employees for training <u>outside</u> working hours, i.e. (i)+(ii)	100% of hourly basic salary (capped at \$5.60 per trainee hr)	100% of hourly basic salary (capped at \$9.40 per trainee hr)	100% of hourly basic salary

Eligibility Criteria for 1 (i) & (ii) – for company-sponsored employees only:

- Participant must be sponsored by organisation and is a direct employee.
- Organisation must be registered in Singapore and register for a SSG SkillsConnect account at www.skillsconnect.gov.sg.
- Organisation must submit funding application for Course Fee Support/ Absentee Payroll via the SkillsConnect system 30 days from course commencement.
- STADA is not liable if applicant fails to meet at least 75% attendance, does not complete or fail the assessment, or for any other reason where Course Fee Support/ Absentee Payroll funding is not submitted or approved. In this case, we will unfortunately have to, under SSG's regulation, charge your organisation the full fee for each participant.
- For enquiries, please visit www.skillsconnect.gov.sg or contact 6883-5885.

(iii) SkillsFuture Credit – for self-sponsored applicants only

All Singaporeans aged 25 years old and above will be able to access their SkillsFuture Credit account and submit a claim of up to \$500 via www.skillsfuture.sg/credit. All SkillsFuture Credit claims have to be submitted at least 3 working days before course commencement date.

For further enquiries, please contact:
victorang@stada.org.sg or 6785 0776.
 URL: <http://www.stada.org.sg>