



Library Association  
of Singapore  
and



**Date:** Thurs, 28<sup>th</sup> & Fri, 29<sup>th</sup>  
February 2008 (2 days)

**Time:** 9.00am—5:00pm

**Venue:**  
Li Ka Shing Library  
Special Use Room, Level 5  
70 Stamford Road  
Singapore 178901

**Registration Fee:**  
\$450 (LAS Member)  
\$480 (Non-Member)  
**Note:** Maximum Class Size is 20

**Registration Contact:**  
Prof. Shaheen Majid, NTU  
Tel: 6790 4295  
Email: [asmajid@ntu.edu.sg](mailto:asmajid@ntu.edu.sg)

**Closing Date:**  
Mon, 18<sup>th</sup> February 2008

**Payment Information:**  
Make cheques payable to:  
Library Association of Singapore

**A Workshop on:**

## **Effective Presentation Skills for Librarians by Peggie Chan**

***"It is when you speak that people see the professional in you. That being the case, it makes sense to learn what it takes to be an effective presenter, and excel at being one!" Peggie Chan***

LAS announces a customized course especially for those of us who need to offer orientations, library tours, user education, or presentations to our senior management. While many of us may feel uncomfortable making verbal presentations, it has become an important part of our jobs. Effective Presentation Skills for Librarians will teach you to communicate with confidence and professionalism.

### **Learning Outcomes:**

By the end of this course you will be able to:

- Understand the art and techniques of audience-centric communication, including attention grabbing
- Deliver a presentation with confidence and professionalism
- Effectively integrate visual aids when communicating
- Handle questions and answers during presentations

### **Course Content:**

- Self analysis and assessment answering 'How Good a Presenter Am I'? Examining the concept of audience-centredness in oral presentations- 'Who's listening to me?'
- Learning from the experts- Video
- Lecture on the A-Z of oral presentations- 'Presentations- the whole works!'
- Making impromptu/on-the-spot presentations
- Workshop/hands-on sessions: from script/notes to speech, analysis of language errors
- Critique & analysis of participants' presentations

### **Training Approaches and Methods:**

- Lecture
- Group-Work and Peer-Review
- Video Learning

### **About the Trainer**

Peggie Chan is Lecturer at the Centre for English Language Communication, National University of Singapore. Oral presentations formed part of the over 16 years of teaching to undergraduates, graduates and adult learners. Currently, she teaches Communication, including oral presentations to Design and Environment students, and thinking & writing to Engineering students.