

Workshop on Presentation Skills (jointly organized by HKIE YMC and CPDC) **By Mr Roger PANG**

The YMC and the Continuing Professional Development Committee (CPDC) organised a workshop on 25 January 2025, focusing on enhancing presentation skills and professional communication. The workshop was delivered by Dr Kong Kwok Wai, an experienced trainer with a background in international investment banking, engineering, and professional development.

Dr Kong began by discussing the importance of crafting a strong presentation punchline, which should include three key elements: a clear viewpoint, logical reasoning supported with examples, and a concise conclusion. He also highlighted the presentation styles of iconic speakers like Jack Ma Yun and Steve Jobs, encouraging participants to draw inspiration from their approaches.

Preparation was a major focus of the workshop. Dr Kong stressed the need to be familiar with presentation slides, ensuring smooth transitions by remembering the content of the next slide. He emphasised the importance of simplicity in slide design, limiting each slide to 3–5 concise points, making it easier for the audience to grasp the message.

Dr Kong provided practical tips to improve clarity and precision in communication. He highlighted the importance of using parallel sentence structures and making numbers relatable by putting them into context. For instance, framing statistics like “a consumption rate of “105 kg per day per person” instead of “a total consumption of 70,000 ton” helps audiences better understand the data. He also addressed common mistakes, such as incorrect singular or plural usage of units, and warned against confusing correlation with causation.

In addition to content, Dr Kong discussed the importance of delivery. He advised participants to use their space effectively while presenting to project confidence and maintain audience engagement. For complex processes, he recommended breaking them into clear stages to make them easier to understand. Lastly, he stressed the importance of maintaining a collaborative tone, advising participants to avoid openly disagreeing with their audience to foster a positive connection.

The workshop offered valuable insights on presentation skills, particularly for non-native English speakers. Dr Kong’s emphasis on simplicity, structure, and audience engagement equipped participants with practical skills to improve both their PowerPoint preparation and presentations abilities. It was a highly beneficial session for those looking to enhance their presentation abilities.



Dr Kong, the experienced speaker, is sharing valuable tips and important precautions to help young engineers effectively prepare for their professional presentations