

Public Speaking and Presentation Skills

 (HRD Corp Programme Number : 10001339762)

COURSE MODULES

- Your Presentation Now
- Guidelines in the Preparation
- The Presentation
- Complex Presentations and Handling Audience
- Individual Presentation



This course will teach you the essential skills you need to deliver effective speaking and presentations skills to your audience. You will learn how to overcome fear of public speaking, plan and structure a successful presentation,

deliver your presentation with confidence and clarity, using your voice and body language to engage your audience, create and use effective visual aids and handle questions and answers session confidently.

This course will also cover a variety of other topics related to public speaking such as image and impressions, technical information for non-technical audience and getting a “buy-in”

COURSE OBJECTIVES

- Identify the key requirements for an effective presentation
- Describe the steps in planning, designing and delivering an effective public speaking and presentation
- Demonstrate a number of presentations in various settings
- Evaluate and assess a presentation

WHO SHOULD ATTEND?

- ✓ Executives
- ✓ Managers
- ✓ Staff and anyone who needs to present

LEARNING OUTCOME

At the end of the workshop, the participant will be able to plan, design and deliver an effective presentation in various settings.

TRAINER PROFILE : Mr. Victor Cheong Chee Kian

Qualifications:- ACMA, CGMA, PSMB Train-The-Trainer Certificate No : TTT/5131

EXPERIENCE

Victor is an Associate Member of the Chartered Institute of Management Accountants (CIMA) since 1992. Victor has about 19 years of Banking Experience in Operations, Credit and Marketing before he was moved to be a Learning Facilitator, having conducted numerous workshops in Banking Operations, Anti-Money Laundering, Banking Systems, Sales, Services and Organisation-wide Development workshops for 14 years till his retirement in 2022.

As a Chartered Member of the CIMA Malaysia Toastmaster Club since 2003, he is actively involved in the club and has been the Club President for the term 2004/2005. Victor has held all the other posts in the club ever since. With his experience in communication and public speaking, Victor has emceed a number of events including those CIMA-organised functions. He even almost single-handedly planned and facilitated a fun-filled dinner for CIMA.



REGISTRATION FORM (HRD Corp Claimable)
Public Speaking and Presentation Skills
 (HRD Corp Programme Number : **10001339762**)

PARTICIPANTS' DETAILS

Participant 1 Full name and I/C



 Designation Contact Number

 Email Address Vegetarian Meal

 YES / NO

 Participant 2 Full name and I/C

 Designation Contact Number

 Email Address Vegetarian Meal

 YES / NO

 Participant 3 Full name and I/C

 Designation Contact Number

 Email Address Vegetarian Meal

 YES / NO

ORGANISATION DETAILS

Organisation :

 Contact Person : Mobile Number:

 Address :

 Email : Fax :

PAYMENT DETAILS : Cheque / Direct Credit

Bank & Cheque No.

Amount :

 Please make payment to :

WANFAH PROSPER PLT

ACCOUNTS NUMBER : **3812930508**

BANK : **Public Islamic Bank Berhad**

FEE PAYABLE PER PARTICIPANT :

Normal Price : **RM2,518**

Early Bird (15 days before event) : **RM2,298**

Group Fee (>2 participants) : **RM2,078**

Fee includes course materials, lunch and 2 tea breaks per day.

Claiming HRDF Levy? YES / NO



Date and Venue : _____

(Pls check our website

<https://wanfahprosper.com/latest-events/>)

Contact : **Cik Nor / Puan Nasifah / Mr. Tan / Puan Suhaila**

Tel : **+60351663399 / +60104403399**

WhatsApp : **+60162634929**

Email : sales@wanfahprosper.com

CANCELLATION / TRANSFER

Upon registering, participant(s) are considered successfully enrolled in the event. Written cancellations / transfer notice (substitution or to later dates) received :

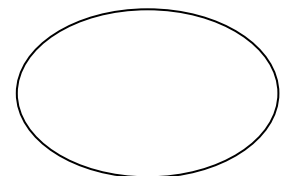
- More than ten (10) working days before the event, a refund (less administrative charge of 15%) will be made.
- Ten (10) working days or less before the event, no refund will be made.
- For no show on the day of the event, full payment is required. If you cannot attend the event, you can nominate a substitute at any time without payment of an administration fee.
- A full (100%) refund may be granted if the course is cancelled by Wanfah Prosper PLT (WFP). WFP reserves the right to postpone or cancel the event and / or change facilitator at any time should circumstances beyond its control arises. WFP also reserve the right to make alternative arrangements without prior notice should it be necessary to do so.

DATA PROTECTION

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709)

DISCLAIMER

Upon signing this registration form, you are deemed to have read and accepted the terms and conditions herein.



 Authorise Signatory

 Organisation stamp