

SPEAK UP AND MOVE UP!(BASIC)

What is your No. 1
fear?

45% : Public Speaking

30% : Death

- Bruskin-Goldring, 1993



**OVERCOME YOUR FEAR OF PUBLIC SPEAKING
DISCOVER YOUR VOICE, AND
LET THE WORLD KNOW OF YOUR TALENT AND
KNOWLEDGE**

The truth about public speaking is that

- ✓ You will not die of speaking in public
- ✓ The fear is worse than the speech itself!
- ✓ Chances are most of those sitting down listening to you can't do it either!

One of the things that are inevitable in business life and even social life is the need to speak in public, be it a formal presentation or a social talk.

In your professional work, a speech may only be a few minutes but you are very much judged by that very speech.

Your boss, colleagues and more importantly your customers view you and your company by how you speak.

Therefore, each time someone from your company stands up and speaks on behalf of your company, he or she represents your company. It goes without saying then that we have to invest in our people to ensure that they give the best representation of our companies.



WHO SHOULD ATTEND – BASIC LEVEL

This Public Speaking Course is for beginners; for those who would like to acquire basic skills in public speaking skills or Communication Skills in general. (For those who have previous experience in delivering speeches and business presentations, please look out for the INTERMEDIATE and ADVANCE series)

- ✓ Sales professionals
- ✓ Non-sales professionals who need to speak in public
- ✓ Managers who need to convey their ideas in public
- ✓ Executives who find that their public speaking skills are hindering their progress
- ✓ Anyone who are determined to kill their fear of public speaking

This inter-active one day training is separated into two sessions. The first session will give a background on the basic skills required for good communication:

- **Fear (or the Myth) of Public Speaking**
- **Eye Contact**
- **Pause-fillers**
- **Time Keeping**
- **Language (A prerequisite?) and Language habits**
- **Listening Skills**

In the second session, participants will deliver speeches with specific skills in mind:

- **Speak from your heart**
- **Organise your speech**
- **Gesture what you mean**
- **Discover your voice**





ABOUT THE COACH

MIKE TENG is an Advanced Toastmasters with Toastmasters International and has been active in promoting communication and leadership skills within and beyond Toastmasters. He has won numerous speech contests and conducted many programmes related to communication and leadership skills. He is also a much sought after Emcee for national and international events.

Other courses within the series

- Speak up and Move Up (Basic)
- Speak Up and Move Up (Intermediate)
- Speak Up and Move UP (Advanced)
- Technical Presentation Skills
- Engineers Cannot Sell
- Technical Presentation Skills
- Technical Negotiation Skills

COURSE DETAILS

Date : 17 Feb 2012
(Friday)

Venue : Women's Institute
of Management,
TTDI, K Lumpur

Time : 9.00am – 5.00pm

Cost per participant :
NRMCA Member RM 500.00
Non Member RM550.00
Seating limited to 30
Book now

PAYMENT

Please pay in favour of "NRMCA" and to be banked into Hong Leong Bank Accounts No. 2009 1000 57531. Kindly fax the bank in slip together with your address to Mr. Leong at 603 7960 7882 or email to finance@novabizservices.com in order for NRMCA to identify your payment and issue receipt accordingly. All payments are to be made on or before 20 Jan 2011.

SBL Scheme

Companies must apply directly to HRDF. SBL Scheme will be based on the individual merit of each application.