

Impactful Public Speaking Skills



About us Who we are

The Centre for Continuing and Professional Education (CPE) was established in 1999 to provide continuing professional education and lifelong learning opportunities for University's staff, students, alumni and the public. As part of TAR UMT's commitment to continuing education and lifelong learning, CPE is entrusted with designing, developing and delivering various activities, workshops and programmes to meet the diverse learning needs of multiple parties.

About This Training

The high expectations of a successful company representative are difficult to live up to. The challenge is not just in showing competency in skills and knowledge but also in projecting a positive professional image. When a company representative can speak well and confidently in front of an audience, he gains credibility, and so does the company. The audience will be impressed enough to listen to him attentively. He can then influence the audience to buy his ideas or products. He also needs to answer tough questions from the floor to the audience's satisfaction.



Date and Time

13 - 14 March 2023 Monday to Tuesday 9 AM to 5 PM



Training Venue

TAR UMT Jalan Genting Kelang, Setapak 53300 Kuala Lumpur



Trainer

Amy Wan-Ratos





COURSE CONTENTS



THE PRESENTATION PROCESS

ASSESS YOUR SKILLS

DEAL WITH ANXIETY

ASSERTIVE COMMUNICATION



RAPPORT BUILDING WITH AUDIENCE

PLANNING AND ORGANISING YOUR PRESENTATION

DEVELOPING YOUR PRESENTATION



PREPARING AND
DELIVERING YOUR
PRESENTATION
HANDLING QUESTIONS
FEEDBACK PROCESS

Introduce our Trainer

Amy Wan-Ratos

Amy has been a trainer for almost thirty years. She holds a Masters's in Training and Human Resource Development (M. Training & HRD) from Leicester University, UK and a Bachelor of Science from Campbell University, North Carolina, USA. She founded Pinnacle Performance in 1993. Amy is a certified EQ trainer by 6 Seconds (USA), a certified NLP Practitioner from ISNS (USA), a certified PSMB trainer and a certified MasterCoach. She also holds a TAA004 certificate in Work-based Training, accredited by the Australian AWBT. Her corporate experience in Japanese and American firms instilled a fierce determination that we are all born to succeed! Amy was involved in their transformational stages to shift the paradigms of the workforce to accept and adapt to changes, cultural shocks and breakthrough goals. In Sony, she set up the pioneering training team recognised by the HQ. In Xerox, she managed the Malcolm Baldridge-awarded Customer Satisfaction program and the Leadership Thru Quality (LTQ) program. Amy has facilitated many workshops in Southeast Asia, Taiwan, Canada and the USA. Her participants are mainly managers, executives and staff from corporate clients, the public sector, GLCs and NGOs. Amy has trained organizations such as DHL, Bank Negara, Standard Chartered Bank, IDFR, HongKong Bank, 3M, UMW, Coca-Cola, KFC, Tradewinds and many more. She is a popular conference speaker on the international circuit. She also facilitates conferences/workshops for Toastmasters, the Malaysian Institute of Management (MIM) and the International Association of Facilitators. An articulate and fluent speaker, Amy has won international speech contests. She has coached and mentored speech contest winners. Click/Scan



Contact Us



Impactful Public Speaking Skills

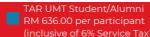
Venue: TAR UMT, Jalan Genting Kelang, Setapak, 53300 Kuala Lumpur

Date: 13 - 14 March 2023 (9.00 am - 5.00 pm)

REGISTRATION FORM

Fees:

RM 795.00 per participant (inclusive of 6% Service Tax)





The Manager

TARC Education Foundation (1033820M)

Tunku Abdul Rahman University of Management and Technology (TAR UMT)

TEL: 03-4145 0170 Email: training@tarc.edu.my

Dear Madam / Sir,

Please register the following participant(s) for the above programme: (To be completed in BLOCK LETTERS)

	Name:		IC No.:		Nationality :	
	Email:		Mobile No. :		Designation :	
9	Name :	1	IC No.:		Nationality:	1
	Email:		Mobile No.:		Designation :	1
	((6					
	(If space is insufficient, please attach a separate list) Disclaimer					
	vance of the worskshop date will receive full refund. Cancellations made thereafter will be subjected to a cancellation fee of 50% the workshop fee. All fees are payable in the event of non-attendance of any registered participant(s) or the overall attendance is below 75% of total workshop hours. Replacement(s) can be accepted at no additional cost if notified 24 hours prior to the mmencement of the workshop. The Tunku Abdul Rahman University of Management and Technology reserves the right to ange the speaker, reschedule or cancel the workshop and all efforts will be taken to inform participants of the changes. The hereby confirmed that (please tick accordingly): We will be claiming under HRD Corp Claimable Course and full payment would be made to Tunku Abdul Rahman University of Management and Technology in the event that no disbursement from HRD Corp under any circumstances. We will NOT BE CLAIMING from HRD Corp. Payment will be made to account payee TAR UMT by cheque or bank transfer to Public Bank Account No. 3181564113. Kindly submit your payment remittance to training@tarc.edu.my together with this registration form.					
Submitted by						
	Name:		Designation:		Department:	
	Email:		Telephone No. :		Mobile No.:	
	Company Name:		Company Registration No.:			
	Company Address :		Company Stamp & Signatur	e:	Date:	