

**1st time  
in  
Malaysia!**


# COMMUNICATE : CUTTING EDGE PRESENTATION SKILLS FOR THE COMMUNICATION ERA !



**INTERNATIONAL CERTIFICATION!**

*Introductory offer* **RM3800**

**6TH APRIL '09 – 10TH APRIL '09 :: MELIÁ HOTEL KUALA LUMPUR :: MALAYSIA**

 In today's busy business environment, effective communication skills are a vital ingredient in ensuring a successful career!

The aim of the course is to ensure that people with even a limited existing confidence-level and expertise in public speaking and presentations delivery are provided with a range of cutting edge techniques to create measurable improvement. This totally experiential session provides numerous opportunities to practise those new-found skills.

Constant feedback will be delivered in a professional, constructive and friendly manner. Oral assessment on each of six formal presentations will be supplemented by video playback of specific elements worthy of highlight to reinforce good features and to draw attention to areas for improvement.

Additional assessment will involve statistical analysis of performance by two professional consultants of six formal presentations, each involving allocation of marks on ten different factors of relevance to that type of presentation.

This certification program provides the background to the development of a five-days (40 hours) workshop which will provide comprehensive and intensive training in oral communication skills for a limited number of participants **(MAXIMUM OF 16 PARTICIPANTS IN A SINGLE COURSE)**.

**Organised By :**  
**CORPORATE LEARNING  
SOLUTIONS SDN BHD**

(806041-K)



**CLS** focuses on sourcing the best Malaysian and global trainers, consultants and speakers to support companies and institutions to stay at the cutting edge of knowledge and execution.

Today's market realities are evolving at exponential speed. CLS' mission is to support businesses in Malaysia to access the best & brightest thinkers and practitioners in their field to transition their know-how into the local economy.

**CLS is committed to support the nation in achieving this goal.**

**Endorsed By :**  
**INTERNATIONAL PROFESSIONAL  
MANAGERS ASSOCIATION, UK**

The **INTERNATIONAL PROFESSIONAL MANAGERS ASSOCIATION UK** is an International Examining,



Licensing and Regulatory Professional body formed for the purpose of providing practicing managers with the opportunity to participate and to be part of the process of improving managerial performance and effectiveness in all areas of business and industrial activity.

:: ☎ H6 Bangunan Khas, Jalan 8/1E, Off Jalan Barat, 46050 Petaling Jaya, Selangor, Malaysia ::

:: ☎ 603-7955 4650 :: ☎ 603-79552706 :: ☎ 6017 6082892 :: ✉ events@garynesh.com :: 🌐 www.garynesh.com ::

**Course Objectives**

- ☀ Transforming participants earlier fear of public speaking to a feeling of confidence when presenting
- ☀ Sharing cutting edge techniques to become an even more confident and effective communicator, providing participants with at least six presentation opportunities to practise these techniques
- ☀ Increasing participants' management potential - by acquiring an increased ability to motivate and persuade staff
- ☀ Empowering participants to use visual aids & handle Q&A sessions with confidence
- ☀ Enabling participants to give more fluent, constructive and motivating feedback to their colleagues' presentations

**COURSE PROGRAMME****DAY ONE** - Morning

6TH APRIL 2009

**WELCOME**

- ◆ Introduction and Objectives
- ◆ "Getting To Know You" Exercise
- ◆ The Importance of Communication in Today's World
- ◆ Qualities of Outstanding Presenters
- ◆ Importance of "Congruence"
- ◆ Why the ability to think – and speak – on our feet is important

**DAY ONE** - Afternoon

6TH APRIL 2009

**PREPARING FOR THE PRESENTATION**

- ◆ "Warm-up" Exercise – Prepare & Deliver a 45 second "Elevator Speech" ("Visual Business Card")
- ◆ The Outline Plan
- ◆ Considering the Needs of the Audience : It's All About Them

**DEVELOPING THE STRUCTURE**

- ◆ The Basic Structure

**DAY TWO** - Morning

7TH APRIL 2009

**PLANNING THE PRESENTATION**

- ◆ Openings: Connecting with the Audience  
Exercise to prepare an Opening
- ◆ Preparing Your Presentation
- ◆ The Message: Points to Make
- ◆ The Body of the Presentation :  
Generating the Evidence
- ◆ The Close:  
Leaving the Audience with something to remember  
Exercise to prepare a Closing
- ◆ Planning for the EFFECTIVE use of words,  
your voice, body language and gestures

**USING VISUALS - HOW VISUAL AIDS CAN MAKE OR BREAK A PRESENTATION**

- ◆ Visual Aids : Why, What and When?

**DAY TWO** - Afternoon

7TH APRIL 2009

**HANDLING A Q&A SESSION****DELIVERING YOUR PRESENTATION**

- ◆ Delivery Techniques
- ◆ Pulling it All Together : an Opportunity to Present SIX different presentations
- ◆ Preparing for Practical Session #1  
One-on-one Coaching

**DAY THREE** - Morning

8TH APRIL 2009

**PRACTICAL SESSION #1****THE PUBLIC RELATIONS SPEECH**

- ◆ Video-linked Feedback
- ◆ Preparing for Practical Session #2  
One-on-one Coaching

**DAY THREE** - Afternoon

8TH APRIL 2009

**PRACTICAL SESSION #2 PRESENTING COMPLEX INFORMATION : EFFECTIVE USE OF VISUAL AIDS**

- ◆ Video-linked Feedback
- ◆ Preparing for Practical Session #3  
One-on-one Coaching

**DAY FOUR** - Morning

9TH APRIL 2009

**PRACTICAL SESSION #3****ENHANCING A PRESENTATION USING YOUR VOICE**

- ◆ Video-linked Feedback
- ◆ Preparing for Practical Session #4  
One-on-one Coaching

**DAY FOUR** - Afternoon

9TH APRIL 2009

**PRACTICAL SESSION #4****PRESENTING PERSUASIVELY**

- ◆ Video-linked Feedback
- ◆ Preparing for Practical Session #5  
One-on-one Coaching

**DAY FIVE** - Morning

10TH APRIL 2009

**PRACTICAL SESSION #5****GROUP SALES PRESENTATION**

- ◆ Video-linked Feedback
- ◆ Preparing for Practical Session #6  
One-on-one Coaching

**DAY FIVE** - Afternoon

10TH APRIL 2009

**PRACTICAL SESSION #6****RESPONDING TO THE MEDIA OR STAFF**

- ◆ Video-linked Feedback
- ◆ Presentation of certificates

"Please note - the Programme sequence and detailed elements are subject to change to reflect the needs of the Course participants"

## PROFILE OF CONSULTANTS



**GEOFF ANDREW** is a UK-born Consultant who has lived in S.E. Asia for 15 years. He has extensive senior management experience (to CEO and MD levels) in both public and private sectors in Europe, North America

& Asia over the last 30 years. He was one of the youngest people to be awarded the prestigious Fellowship of the British Institute of Management (F.B.I.M.) in 1980.

He has been based in Singapore, Malaysia and in Brunei since the mid-90's, acting primarily as a Public Relations and Training Consultant, with close links to major multinationals, smaller enterprises and Government agencies.

He has also been a Conference speaker at international conferences in 19 countries, worldwide, since 1980, on various management-related themes + trainer at 200+ business-oriented conferences and seminars in UK, Malaysia & Brunei. And he has delivered motivational speeches / seminars on behalf of companies/NGOs in Asia.

Geoff has organised numerous public speaking and effective communication courses for companies & colleges in UK, Malaysia and Brunei on behalf of Association of Speakers Clubs (ASC), Standing Ovation Ltd. (a UK-based company which he co-founded in 1985), Vision Communications, Dale Carnegie and Toastmasters International.

On a voluntary level, he was an "Advanced Speaker" (with the Association of Speakers Clubs) in the U.K. & is one of only five people in S.E. Asia to achieve TWICE the prestigious award of "Distinguished Toastmaster". He was the first President of the Kuala Lumpur Advanced Toastmasters Club. And he served as Division Governor, co-ordinating the activities of 38 Clubs in Kuala Lumpur, in 2003-2004.

Geoff is an award-winning writer, with considerable writing and editing experience for newspapers, business-related magazines and the non-print media in three continents over the last three decades. He has also authored or edited numerous books.

And he has extensive experience of working in front of the TV cameras as interviewer or interviewee, or as presenter; and also as Producer / Director for TV films and corporate videos. He also frequently delivers and/or produces radio programmes.

### WHO SHOULD ATTEND

- ◆ Managers
- ◆ Sales people
- ◆ Team Leaders
- ◆ Anyone who needs to present a speech in public or make a presentation as part of their business

### AT THE COMPLETION OF THIS COURSE, PARTICIPANTS WILL BE ABLE TO:

1. Overcome their fear of public speaking & have the confidence to deliver presentations
2. Speak, impromptu, at business or social functions
3. Determine and prepare the structure for effective presentations
4. Prepare & deliver dynamic openings and closings
5. Plan appropriate visuals and effectively lead Q & A sessions
6. Deliver at least SIX different types of speech or presentation



**GANESH SANGARAN, MSP** is a highly experienced executive speech coach with 20 years working experience and is currently the Director of Corporate Learning Solutions Sdn Bhd. Starting his career in the insurance industry he has hands on practical knowledge on how to motivate teams, speaking to large audiences and create presentations that

energize the audience to go all out and achieve success

His hand on approach creates instant understanding with the audience. Participants absorb the key points fast, transforming the lessons into real-life solutions tailor made for their specific situations. He has helped many insurance agents secure large accounts with his corporate presentation training. Many agents have also benefited from his guidance on public speaking

Ganesh was the Head of College of Sales & Marketing , Maxis Academy as well as Service Management for more than 8 years.. In this capacity, he was responsible for the delivery of critical skills, knowledge and mindset to ensure they keep winning in the competitive telecommunication market place. He had trained their staff in business presentations and sales throughout the Klang Valley.

Among his achievements include:

- ◆ He is also a Certified Master NLP-NS Practitioner of Neuro-Linguistic Programming, obtained from the International Society of Neuro-Semantics. He uses this skill in providing the latest applications for business and lifestyle success of the participants.
- ◆ Besides that, he is certified to conduct Think on Your Feet®, a program that has achieved worldwide recognition as one of the most original and useful oral communications courses taught today.
- ◆ Division Governor of Toastmasters International, the world's leading organization specializing in helping people to communicate and lead effectively
- ◆ As an exco member of the Malaysian Association of Professional Speakers (MAPS) , he was relentless in his efforts to play a pivotal role in raising the standards of public speaking and presentation of its members..

Ganesh has appeared as a regular speaker in the national TV program "Be Excellent " which motivates individuals to reach for peak performance. Millions of Malaysians have benefited tremendously from his entertaining and soul searching talks. He currently conducts executive speech coaching for top management teams.

Ganesh had delivered key notes on presentation and public speaking to audiences in Kuala Lumpur , Jakarta ,Singapore and Katmandu. He spoke in the Global Speakers Summit 2007 in Dubai where he addressed an international audience of professional speakers on "Don't murder your audience ! 5 surefire ways on keeping them alive during the entire presentation." He had also experienced an unique training adventure in Afghanistan!

### WHAT WE WILL ADDITIONALLY PROVIDE FOR PARTICIPANTS :

- ◆ Friendly, helpful and constructive feedback on participants' presentations
- ◆ A CD of YOUR presentations delivered during the course – see for yourself how you have improved over five days !

# Registration FORM CORPORATE LEARNING SOLUTIONS SDN BHD

Please fax the completed form to 603-79552706

## COMMUNICATE : CUTTING EDGE PRESENTATION SKILLS FOR THE COMMUNICATION ERA

**:: 6TH APRIL '09 – 10TH APRIL '09 ::**  
**:: 9:00 AM - 5:00PM ::**  
**:: MELIÁ HOTEL KUALA LUMPUR ::**  
**:: MALAYSIA ::**

### **:: INTRODUCTORY OFFER - RM3800 ::**

### **:: CONFIRM YOUR SEAT WITH ::**

**Nimmie**      ☎ + 6017 6082892  
 ☎ + 603 79552706

### **:: DETAILS ::**

Organisation name : .....  
 Address : .....  
 Postcode : .....  
 Country : .....  
 Tel : .....  
 Fax : .....

### **:: DELEGATE ::**

**1** Name : .....  
 Job title : .....  
 Email : .....  
**2** Name : .....  
 Job title : .....  
 Email : .....  
**3** Name : .....  
 Job title : .....  
 Email : .....

### **:: INVOICE ::**

The Invoice should be directed to Mr / Ms / Dept:  
 Name : .....  
 Mr / Ms / Dr: .....  
 Tel : .....  
 Email : .....

### **:: AUTHORISATION ::**

Signatory must be authorised to sign on behalf of contracting organization  
 Name : .....  
 Job title : .....  
 Signature : .....  
 Email : .....  
 Telephone : .....  
 Mobile : .....

### **:: 4 WAYS TO REGISTER ::**

☎ 603-7955 4650  
 ☎ 603-79552706  
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 ✉ events@garynesh.com

**EARLY BIRD DISCOUNT OF 10% FOR PAYMENT RECEIVED BY 28TH FEBRUARY 2009. CALL US NOW !**

### **:: BUSINESS OPPORTUNITIES ::**

A limited amount of exhibition space is available at the workshop. Sponsorship opportunities covering the lunch and documentation also exist. For further details contact Sponsorship Manager on +603 79554650 or e-mail [events@garynesh.com](mailto:events@garynesh.com)

### **:: VENUE ::**

**MELIÁ HOTEL KUALA LUMPUR**  
 16, Jalan Imbi,  
 55100 Kuala Lumpur, Malaysia  
 Tel: (+6) 03 2785 2828 (Attn : Evelyn Fam) Fax: (+6) 03 2785 2800

### **HOTEL ACCOMMODATION:**

Special rates have been negotiated with the hotel for workshop delegates. Please make your bookings directly with the hotel and indicate that you are attending **CORPORATE LEARNING SOLUTIONS's** workshop **COMMUNICATE : CUTTING EDGE PRESENTATION SKILLS FOR THE COMMUNICATION ERA**

### **:: METHOD OF PAYMENT ::**

- Bank Transfer
- Crossed cheque payable to **CORPORATE LEARNING SOLUTIONS SDN BHD**

### **Bank Transfer:**

Payment by bank transfer must quote the event code and delegate name. Transfer should be made to CIMB Bank, 31-1 Jalan USJ 9/5S, UEP Subang Jaya, 47620 Petaling Jayam, Selangor, Malaysia

Account Name : **CORPORATE LEARNING SOLUTIONS SDN BHD (806041-K)**  
 Account No : 1209 001122 5050 (Branch code 1209 )  
 SWIFT CODE : CIBBMYKL

**PAYMENT MUST BE RECEIVED 2 WEEKS BEFORE EVENT**

### **:: CANCELLATION ::**

**Corporate Learning Solutions Sdn Bhd** does not provide refunds for cancellations. For cancellations received in writing more than 14 working days prior to the workshop you will receive a 50% credit to be used at another **Corporate Learning Solutions Sdn Bhd** event for up to six months from the date of issuance. For cancellations received less than 14 working days prior to the event no credits will be issued. In the event that **Corporate Learning Solutions Sdn Bhd** cancels an event, delegate payments at the date of cancellation will be credited to a future **Corporate Learning Solutions Sdn Bhd** event and will be valid for up to six months from the date of issuance. Where **Corporate Learning Solutions Sdn Bhd** postpones an event, delegate payments at the postponement date will be credited towards the rescheduled date. If the delegate is unable to attend the rescheduled event, the delegate will receive a 100% credit representing payments made towards a future **Corporate Learning Solutions Sdn Bhd** event and will be valid for up to six months from the date of issuance. No refunds will be available for cancellations or postponements. However, a complete set of documentation will be sent to you.

Substitutions are welcomed at anytime. **Corporate Learning Solutions Sdn Bhd** is not responsible for any loss or damage as a result of a substitution, alteration, cancellation or postponement of an event. Nor will any liability attach to **Corporate Learning Solutions Sdn Bhd** if this event is altered, rescheduled, postponed or cancelled due to unforeseen occurrence. For the purposes of this clause, an unforeseen occurrence shall include, but shall not be limited to: an Act of God; governmental restrictions and/or regulations; war or apparent act of war; terrorism or apparent act of terrorism; disaster; civil disorder, disturbance, and/or riots; or any other emergency. Please note that speakers and topics were confirmed at the time of publishing, however, circumstances beyond the control of the organizers may necessitate substitutions, alterations or cancellations of the speakers and/or topics. As such, **Corporate Learning Solutions Sdn Bhd** reserves the right to alter or modify the advertised speakers and/or topics if necessary.