EFFECTIVE REPORT WRITING SKILLS AND PRESENTATION TECHNIQUES
Organized by FMM NS
November 28-29, 2012 | 9.00 am – 5.00 pm | FMM Institute NS Branch, Seremban 2
Fee/Participant: RM700 (Members) | RM850 (Non-Members)
**Fees include course materials, refreshments, lunch and certificate

INTRODUCTION
This course will aid participants to develop skills and apply effective techniques in planning, organizing and writing reports and also delivering presentations with impact. Participants will also be aware of the discourse markers and functional language structures necessary in business writing. Participants will be guided on clarity in speech, voice projection and confidence building.

OBJECTIVES
Upon successful completion of this course, participants will be able to:
- plan the scope and contents of a report
- develop competence in using Plain English for effective and clear communication
- organize information presented in a systematic manner and understand the value of planning, providing and disseminating relevant information to the recipient of the report
- write an effective speech or presentation
- speak effectively to any size group of listeners, in a believable and credible way
- be more confident by overcoming fear and nervousness

WHO SHOULD ATTEND
The program is suitable for Managers, Executives and Supervisors.

CONTENTS
PREPARING FOR PRESENTATION
- Purpose And Audience – The Groundwork
- Coping With Stage Fright

ORGANIZING SPEECH OR PRESENTATION
- Structure Of Your Speech
- Planning

FIVE STAGES OF EVERY WINNING PRESENTATION
- Opening
- Preview
- Body
- Review
- Closing
- Organize Your Content
- 5 Basic Personality Styles And Structuring Presentation To Keep Their Interest

DELIVERING SPEECH WITH CONFIDENCE AND STYLE
- Delivering With Impact
- Starting A Presentation
- Using Voice-Adjust Speed
- Learn 10 Most Persuasive Words And Use Them Effectively
- Utilizing Examples, Stories, Quotations And Analogies
- Presentation Structure
- Linking And Rhetorical Questions
- Making A Compelling First Impression
- Dealing With Silence

AVOIDING THE CRITICAL MISTAKES
- Learn How to Handle Questions
- Ways of Answering Avoidance
- How to Keep Control of Q & A Sessions
- How to Recover When Mind Goes Blank and Get Back on Track

USING POWERFUL VISUALS
- Learn the four C’s of Visual and Other Visual Aids

PLANNING THE REPORT
- Analysis of Reader
- Preparing the Outline
- Parts of a Report

ORGANIZING THE DATA
- Types of Illustration/Graphics
- Get Empowered by Energizing Your Writing Style
- Grammar Matters
- Analysis of Sample Reports
- Final Presentations & Finishing Touches
THE TRAINER
Leelavathi Subramaniam holds a Bachelor of Business with double majors in Human Resource Management and International Business from University of Tasmania, Australia and is completing her Masters in Business Administration from Southern Pacific University (USA).

Leela, during her 15 years of experience in the banking industry, developed a vast experience of the full spectrum of training and development of management and have conducted various training for the junior management. She then joined the financial planning industry to gain additional leverage of the sales industry.

She further ventured into the educational sector where she was the head of the business department and a lecturer for almost 3 years. She lectured on communication skills and on speaking standard of English language along with communication skills to enable her students to speak standard of English with confidence and poise in their specific environment and their future working place. During her lecturing days, Leela got her certification on Teaching English as Second Language (TESOL) from ELS Language Centre. She was also lecturing on management subjects during her course of employment and now is doing it on part time basis with some private colleges.

As a trainer, Leela has done many Business English program namely for Century Mahkota Hotel (English course for front line and Admin Staff), Polytechnic Malacca (English Communication Skills & Personal Development), Jebson & Jessen Broadway – Language Proficiency & Report Writing (2004). Leela, a trainer and consultant in the corporate, manufacturing and educational industry has built a forte educating and helping individuals discover their hidden potential for improvement and adapting changes. Her course work experience includes technical management, new business development and organizational consultancy.

She was also involved as a training consultant with the hospitality industry in assisting the hotel group in course of change management. Having developed the full spectrum of consultancy, she has marketed, coordinated and conducted training programs for the Corporate & manufacturing industries for the past 8 years.

Leela has been training in many companies namely, AV Panasonic, Matsushita Electronics, Asayake Sdn Bhd, CNL T Sdn Bhd, Philip Morris, Century Mahkota Hotel, Philips Semiconductor, Polytechnic Malacca, BABAs, Goodyear Rubbers, Cleveland Bridge Engineering, Brothers (M), Jebson & Jessens Broadway, Baerlocher, Far East Foam, POS LAJU, etc.

Her training style is highly interactive an extensive use of real life examples, analogies and exercises makes her presentations alive and effective.

Leela’s strongly believes in “Power Up the human Potentials” through self realization program conducted both in English & Malay to ensure productive, economical and personal growth for all participants.

REGISTRATION FORM

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Submitted by:

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Designation:

Company Name & Address:

Tel No:

Fax No:

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Authorised Signature:

REGISTRATION DETAILS

Registration is on a first-come-first-served basis. Cheques made in favour of the “FMM Institute - NS” should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

All cancellations must be made in writing. There will be no charge for cancellation received 10 or more working days before the start of the programme. Cancellation received 6 – 9 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 5 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement may be accepted at no additional cost.

10% discount is applicable for registration of three (3) or more participants from the same organisation and of the same billing source.

The FMM Institute reserves the right to change the facilitator, reschedule or cancel the program and all efforts will be taken to inform participants of the changes.

FMM INSTITUTE (475427-W) NEGERI SEMBILAN BRANCH
No. 5 & 6 (1st Floor),
Jalan S2/D38, City Centre, Seremban 2, Negeri Sembilan
Tel: 06-603 1627/16 Fax: 06-603 1628  Webpage : http://ns.fmm.org.my

For further enquiries & customised IN-HOUSE TRAINING kindly contact:
(Attn : Ms Shahida, Ms Thava or Ms Lina)
E-mail: fmmnsembilan@fmm.org.my or shahida@fmm.org.my