

“ SPEAK OFF THE CUFF Think Fast, Talk Smart ”

27 March 2018 (Tuesday), Concorde Hotel Kuala Lumpur

You are asked to say a few words to the group. Or the group would like to ask you a few questions. Your heart leaps, your mouth goes dry, your mind goes blank. How can you avoid a total meltdown? Delivering a prepared presentation is daunting enough. But having to give a presentation without time to prepare is another matter. Where do you begin? How should you conclude? What can you do to look and sound like the capable professional you are?

Whether you are in the boardroom, in a team meeting, or celebrating at a social occasion, you never know when you might be called upon to speak. You will never be at a loss for words once you master a few simple techniques and templates for thinking and speaking on your feet.

Note:

All participants are expected to speak off the cuff before the group. You cannot prepare for this, but you will survive... and enjoy it!

OBJECTIVES

By the end of this course, participants will learn how to:

- Size up their audience
- Grab their attention
- Control stage fright and project confidence
- Build rapport and connect with their audience
- Develop a clear and compelling message
- Master a variety of templates to structure their talk quickly and easily
- Develop a professional stage presence
- Draw simple yet effective images to reinforce their point
- Handle Q&A like a pro
- Manage difficult or hostile questioners
- Make themselves memorable

METHODOLOGY

The course combines video presentations, discussions and demonstrations with impromptu talks, reviews and improvisation exercises.

WHO SHOULD ATTEND

- Bankers
- Accountants
- Financial Advisors
- Purchasing Agents
- Administrative and technical staff
- Managers
- Department heads
- Sales professionals
- Team leaders
- C-level executives
- Lawyers
- Government officials
- Lecturers
- Trainers and others who wish to improve their speaking, thinking and presentation skills

PROGRAMME OUTLINE

Shake off the Fear

- Managing stage fright
- Projecting confidence

Make the Connection

- First impressions
- Non-verbals
- Presence

Develop Your Message

- Your audience
- Your objective
- Your message: The ACI formula

Prepare on the Fly

- Scanning and observing
- Ten templates
- Improvise!

Off the Cuff Visuals

- Flip chart magic
- Basic drawing techniques
- Painting mental pictures

Master the Q&A

- Difficult questions
- Hostile questioners
- Surprise!
Handling emergencies

Participants will receive a complimentary copy of David Goldwich's book.

**KICKASS
BUSINESS
PRESENTATIONS**
HOW TO PERSUADE YOUR AUDIENCE EVERY TIME



DAVID GOLDWICH

PARTICIPANTS' DETAILS

Participant 1 Full name as per I/C (Dato' / Datin / Dr / Mr / Mrs / Ms): Vegetarian Meal

Membership No.:

Designation: Email:

Member Non-member Sponsored Staff¹
(Sponsoring MIA member's name & membership no.)

Participant 2 Full name as per I/C (Dato' / Datin / Dr / Mr / Mrs / Ms): Vegetarian Meal

Membership No.:

Designation: Email:

Member Non-member Sponsored Staff¹
(Sponsoring MIA member's name & membership no.)

Participant 3 Full name as per I/C (Dato' / Datin / Dr / Mr / Mrs / Ms): Vegetarian Meal

Membership No.:

Designation: Email:

Member Non-member Sponsored Staff¹
(Sponsoring MIA member's name & membership no.)

ORGANISATION'S DETAILS

Organisation:

Industry: Contact Person:

Address:

Email: Tel: Fax:

GSTID No.:

(Applicable for Companies/Individuals registered with the Royal Malaysian Customs Department) Signature & Company Stamp:

PAYMENT DETAILS

Payment by Cheque

Bank & Cheque No.: Amount RM:

Payment by Credit Card

Visa Master

Cardholder's Name:

Card No.: Expiry Date:

I Authorise Payment of RM:

Cardholder's Signature: Date:

Our programmes can be customised to meet your in-house training requirements. Please call for details.

TERMS & CONDITIONS

PROGRAMME FEE

- Fee is payable to **MALAYSIAN INSTITUTE OF ACCOUNTANTS**
- Fee includes course materials, lunch and 2 tea breaks per day.
- Full payment of the above amount shall be made within thirty (30) days from the date of the Payment Advice or on the day of the event, whichever earlier.
- Admittance may be denied upon failure to make full payment as per the above requirement.

CANCELLATION/TRANSFER

Upon registering, participant(s) are considered successfully enrolled in the event. Should participant(s) decide to cancel/transfer their enrolment, a cancellation/transfer policy shall be applied as follows.

a. Written cancellation/transfer received less than seven (7) days from the date of the event:

- A refund (less administrative charge of 20%) will be made
- Unpaid registrations will also be liable for 20% administrative charges

b. Written cancellation/no show on the day of the programme:

- No refund will be entertained
- Unpaid registrations will also be liable for full payment of the registration fee
- Partial cancellation is not allowed

You can substitute an alternate participant if you wish to avoid cancellation/transfer charges. Any difference in fees will be charged accordingly.

***Please select the participant classification carefully as it determines the fee payable. No alteration will be allowed after the registration is accepted. Terms and conditions apply.**

¹The Sponsored Staff must report directly to the sponsoring MIA member in his/her firm or company.

CERTIFICATE OF ATTENDANCE AND CPE HOURS

- Upon full attendance of the programme, participants will be issued an "E-certificate". Participants will receive an email with a download link and are required to download the e-certificate within 30 days. For this purpose, it is **COMPULSORY** to fill in the email address clearly.
- For MIA members, the CPE hours will be credited into the Membership System within 2 weeks of the event.
- Participants will only be entitled to the CPE credit hours upon attending the entire duration of the programme. **CPE credit hours will not be accorded for partial attendance.**

DATA PROTECTION

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

DISCLAIMER

Malaysian Institute of Accountants (MIA) reserves the right to change the speaker(s), date(s) and to cancel the programme should circumstances beyond its control arises. MIA also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon signing the registration form, you are deemed to have read and accepted the terms and conditions.

FACILITATOR



DAVID GOLDWICH

David aka the Persuasion Doctor, teaches people how to become more influential, compelling, and irresistibly persuasive. He has MBA and JD degrees and practiced law

in the United States for over ten years, arguing before judges and political, government, and community bodies. He knows how to persuade the toughest audiences.

David speaks internationally and conducts workshops in persuasive business presentations, negotiation, storytelling for leaders and sales professionals, and other areas of influence and persuasion. David is the author of numerous articles and four books, including *Kickass Business Presentations: How to Persuade Your Audience Every Time*.

PROGRAMME FEES

Member (MIA/ACCA)	RM 1,060
Member Firm's Staff or Sponsored Staff ¹	RM 1,166
Non-member	RM 1,378

The above programme fee is inclusive of 6% GST.

PROGRAMME DETAILS & REGISTRATION

27 March 2018 (Tuesday),
Concorde Hotel Kuala Lumpur

Contact : Alya
Tel : 03 2722 9195
Fax : 03 2722 9009
Email : sp@mia.org.my
Address : Malaysian Institute of Accountants
Dewan Akauntan
Unit 33-01, Level 33
Tower A, The Vertical
Avenue 3, Bangsar South City
No. 8, Jalan Kerinchi
59200 Kuala Lumpur

GST No. : 000955203584

IMPORTANT NOTES:

Registration is on a first-come-first-served basis.
Only fully completed registration form will be processed.