

9 March 2010

Hyatt Regency Kinabalu, Kota Kinabalu

11 March 2010

Four Points by Sheraton, Kuching

9am - 5pm

RM350

Best Value Workshop at
4-star hotel for
5-star learning experience



Course Outline

1. The Art of Listening Well
2. How To Talk So People Will Listen
3. Learn To Ask The Right Questions
4. Say The Right Thing At The Right Time
5. Understand the Body Language

It is not lack of experience or technical knowledge that limits leaders from achieving their objectives. Most of the time, it is the complexity of people dynamics that become obstacles. Do you find it that you do not get your message across effectively?

Your leadership dynamic depends on how effective you are at motivating and communicating with your team.

Leadership Communication : Key to Effective Leadership

Leadership communication is consistently rated the number one leadership skill. Given that, on average, leaders spend 80% of their time communicating with staff, clients, investors, the media and other stakeholders, the importance placed on leadership communication is not surprising.

Developing your ability to communicate effectively is the most important step you can take as a leader.

The most effective leaders are generally those with the most effective leadership communication skills. Examples of leaders who have mastered effective leadership communication include: Bill Clinton, Jack Welch, Hilary Clinton, Steve Jobs and Barack Obama.

In order to master leadership communication a leader must:

- Have good public speaking and presentation skills.
- Know how to use their non verbal communication.
- Have leadership charisma; and
- Be able to connect with their audience.

Releasing The Leader In You

Be A Great Communicator

- * Great Communicators Are Made Not Born
- * The Importance of Making a Connection
- * Connect Using All Communication Channels

What makes YOU a GREAT communicator?

- Ability to listen well
- Ability to comprehend written and spoken language
- Ability to think clearly
- Ability to express ideas clearly in words
- Ability to write clearly and competently
- Ability to interpret nonverbal cues
- Ability to respect the other party and win the other party's confidence
- Good memory

Organised by:



Mrs Joyce Chow is a widely experienced trainer and speaker for more than 10 years. She is specialized in 3 core areas: Personal Development and Motivation, Family Life and Senior Citizens.



Her programmes on developing self-esteem and self awareness, leadership skills, stress, anger and time management, social graces, personal grooming and etiquette, workplace effectiveness, teamwork and building meaningful relationships are widely received and much enjoyed by participants across Malaysia, Singapore, Thailand, Indonesia, Australia and Canada. She is positive and lively in her approach and is always described by her audience as an inspiring, interactive, energetic and relevant communicator.

Prior to being a corporate trainer, Joyce has been an educator, education consultant and program writer in Singapore. She presently serves as a Resource Speaker with several of the Singapore government agencies, educational bodies, corporate companies and non-profit organisations.

FEE

NORMAL RATE	RM350.00 per participant (inclusive of 1 lunch and 2 tea-breaks)
EARLY BIRD RATE	RM330.00 per participant on paid registration by 16 February 2010 .

PAYMENT/ CANCELLATION OF REGISTRATION

- ◆ All cheques should be crossed and made payable to **ADROIT GLOBAL NETWORK SDN BHD** and received prior the event.
- ◆ Cancellation must be made in writing.
- ◆ Full refund for cancellation received at least 14 days before the training.
- ◆ 50% refund for cancellation received less than 7 to 14 days before the training.
- ◆ No refund for cancellation received less than 7 days before the training but a substitute participant will be accepted at no extra cost.

REGISTRATION FORM

Releasing the Leader In YOU - Be a Great Communicator

Please tick: 9 March 2010 - Hyatt Regency Kinabalu, Kota Kinabalu
 11 March 2010 - Four Points by Sheraton, Kuching

Company:		Contact Person:
Address:		Designation:
Tel:	Fax:	Email:
No. of participants:		Total Cost: RM
NAMES		DESIGNATION
1.		
2.		
3.		
4.		
5.		
6.		
Authorised Signatory:		Date:

THE ORGANISER RESERVES THE RIGHT TO AMEND OR CANCEL THE EVENT DUE TO UNFORESEEN CIRCUMSTANCES

ORGANISER :

 **ADROIT GLOBAL NETWORK**
ADROIT GLOBAL NETWORK SDN BHD (Company, 99999-99)
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