

Effective Business Reports and Presentation Skills

11 & 12 May 2010 - Kota Kinabalu
22 & 23 September 2010 - Kuching



The participants are expected to:

- improve the writing skills with clarity, conciseness and correctness in presenting business reports and letters
- learn techniques of business report presentation skills and styles
- understand and apply the factors which affect report format, style and organisation of ideas
- apply persuasive writing techniques to winning proposals

Organiser:



ADROIT

HRDF:



Malaysia

International Partners:



Australia



Singapore



Australia

Course Introduction

Excellent communication skills, particularly in the business writing are necessary tools in the rapidly changing business environment. Readers need to acquire information quickly and with clarity, and writers must be able to gauge the needs of the readers. Hence, this course is particularly designed on how to present written correspondence and reports succinctly and to gain the positive responses from the readers.



Methodology

Lectures, group dynamics
& simulation exercises,
presentations, and video reviews

Facilitator's Profile - Barry Terence Hogan



Barry Terence Hogan,

has worked for major companies in the United Kingdom, gaining 17 years work experience in Electrical Engineering and Information Technology. He holds the recognized British electrical engineering qualifications together with other vocational certificates. He has obtained Microsoft Certified Professional (MCP) qualifications for various windows operating systems and Networking products that make up the M.C.S.E (Microsoft Certified Systems Engineer).

Barry as a native speaker, conducts business communication classes and also English as a second language for non-English speaking professionals at several language institutions. He is a CELTA-trained Language Tutor.



“The skill of writing is to create a context in which other people can think.”

-Edwin Schlossberg

Course Schedule

Time	Contents	Day 1 .
08.30 am	Registration	
09.00 am	Introduction	
09.15 am	The 6-step Process of Writing	
10.30 am	Tea break	
10.45 am	The 6 Cs (I)	
12.30 pm	Lunch break	
01.30 pm	The 6 Cs (II)	
03.30 pm	Tea break	
03.45 pm	Increasing Formality	
05.00 pm	End of Day 1	

Time	Contents	Day 2 .
08.30 am	Registration	
09.00 am	Introduction	
09.15 am	Business Correspondence <ul style="list-style-type: none"> • Memos • E-mails • Letters 	
10.30 am	Tea break	
10.45 am	Netiquette Visual Impact Active and Passive Voice Active Verb Construction	
12.30 pm	Lunch break	
01.30 pm	Plain English Exercise Being Concise Wordy Expressions Short Expressions	
03.30 pm	Tea break	
03.45 pm	Report Writing <ul style="list-style-type: none"> • Redundant Words • Writing effective paragraphs • Writing reports 	
05.00 pm	Closing	



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REGISTRATION FORM

Effective Business Reports and Presentation Skills

Please tick : 11 & 12 May 2010 - Hyatt Regency Kinabalu, Kota Kinabalu
 22 & 23 September 2010 - Four Points by Sheraton, Kuching

PLEASE COMPLETE THIS FORM AND KINDLY FAX TO 6082 - 463 712

• FOR PARTICIPANTS

Please tick :

FEE : RM1,480.00 per participant
inclusive of course materials, tea breaks, lunch,
and Certificate of Attendance

GROUP DISCOUNT : 10% off total
fees payable (for 3 or more participants from
the same company)

SPECIAL DISCOUNT : early bird
(RM1,380.00 per participant on paid registration by
20 April 2010 for KK and 1 September 2010 for Kuching)

Contact Person :

Designation :

Mobile no :

Email :

Company Name :

Company Address :

Telephone :

Fax :

Email :

Name of Participants :

1.

Designation

2.

3.

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

TERMS & CONDITIONS

1. CANCELLATION OF REGISTRATION

- Must be made in writing.
- Received more than 14 days before the training — a full refund will be given.
- Received 7 - 14 days before the training — a 50% refund will be given.
- Received less than 7 days before the training — no refund but a substitute delegate is welcomed.
- Non-attendance on the day of the course attracts a full fee.

2. PAYMENT

- All cheques must be made payable to Adroit Global Network Sdn Bhd and payment must be received prior the workshop.

ORGANISER :



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