

PUBLIC SPEAKING FOR COMPANY SECRETARIES

COURSE INTRODUCTION

As company secretaries, you may often find yourself in situations where you have to speak impromptu or convey your opinions in high-level meetings. Speaking clearly and convincingly in such public situations need confidence as well as skills. Both of these can be developed through guidance and practice.

The aim of this course is to help participants acquire basic public speaking skills for conveying ideas confidently and effectively in business meetings.

COURSE OBJECTIVES

- Identify situations where effective public speaking is important in their work role as company secretaries.
- Use simple strategies to plan and prepare for situations where they have to speak to an audience.
- Practise using basic techniques for effective presentation of ideas to an audience.

COURSE CONTENTS

- Planning your message
 - Know your audience.
 - Clarify your objectives.
 - Select your main points.
 - Organise your ideas.
- Delivering your message
 - Create a positive first impression.
 - Use effective delivery techniques.
 - choice of words.
 - transitions between ideas.
 - vocal variety.
 - body language.
- Handling questions.

METHODOLOGY

This course uses competence-based experiential training methodologies that ensures learning is effective and yet fun. Methods used include:

- presentations by participants
- self-assessment
- peer and tutor feedback
- group activities

WHO SHOULD ATTEND

Company secretaries who need to speak before small groups and formal audiences such as board meetings.

ABOUT THE TRAINER

Azmi Shahrin graduated with Bachelor Accounting and Economics, University of Kent, UK; and Master Economics, UM. He has managed marketing communications, distribution channels and product branding at Shell and Maxis. He is a member of Toastmasters International and was awarded its highest rank Distinguished Toastmasters in 2006. He has authored a bestseller English improvement book ENGLISH WITH AZMI in addition to hosting his weekly live show on Facebook. In the past 16 years, he has delivered numerous training for the private and government sectors. He specializes in public speaking and presentation skills as well as English, communication, and leadership skills.

DATE	VENUE	EVENT CODE
05 October 2020	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/20/091
Time	9.00 am – 5.00 pm	
Training Methodology	As stated above	
Fee	RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

Fee inclusive of certificate of attendance, seminar materials and refreshment.



Use one form for each participant. Print or type clearly. This form can be downloaded from SSM's website at www.ssm.com.my. Kindly make copies if more forms are needed. Please register me for the below programme:

DATE	EVENT CODE	PROGRAMME

PARTICIPANT DETAILS: *(All details must be completed)*

Name _____ I/C No. _____

Licensed Secretary No. _____ SSM PC No: _____

Professional Body Name & Membership No. _____

Designation _____

Company _____

Address _____

Office Tel. No. _____ Fax No. _____ Mobile No. _____

Email Address _____
(Please provide your e-mail address as registration confirmation is sent to you via e-mail.)

Tax Invoice to be issued in the name of _____

Name of HR personnel _____ Tel. No. _____

Vegetarian Meal Other Diet _____

Payment by cheque no. _____ amount RM _____

PAYMENT TERMS

- Fee is payable to **SURUHANJAYA SYARIKAT MALAYSIA**.
- Payment can be made in cash, cheque, bank draft, credit card, postal order or money order.
- Each programme fee must be paid separately.
- Only cheque issued by company/firm can be accepted. Companies/Firms that issue a non-valid cheque will be blacklisted.
- Personal cheque will not be accepted.
- On the reverse of each instrument of payment, please indicate the participant(s) name (maximum 5), License Secretary no./Professional Body name (if any), programme date and event code.
- Attach with a copy of the Registration Form (if payment made before the programme date) or Invoice (if payment made after the programme date) when submitting payment.
- Payment can be made at SSM, Level 17, Menara SSM @ Sentral, Kuala Lumpur and at all SSM branches in Malaysia.

PROGRAMME FEE

Fee is inclusive of certificate of attendance issued by the Companies Commission of Malaysia (SSM), training materials, refreshments and lunch (where applicable).

FAX OR EMAIL YOUR REGISTRATION FORM WITH PAYMENT RECEIPT TO:

COMTRAC & Knowledge Management Division, Level 12, Menara SSM @ Sentral, 7 Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50623 Kuala Lumpur
Tel: +(603) 2299 4440 (Zakhir) / 4441 (Priya) / 5308 (Fuza) Fax: +(603) 2299 4451 / 4452 Email: comtrac@ssm.com.my

TERMS & CONDITIONS

Registration is on a first-come-first-served-basis. No walk-in accepted. All registrations MUST be submitted to SSM accompanied with the full payment five (5) working days before the programme. Admittance will not be permitted unless payment or letter of guarantee is received. Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment is received.

Cancellation

No refund is entertained if participant decide to cancel their registration but a substitute is welcome. Written notification of substitute's name must be received by COMTRAC at least three (3) working days prior to programme. Any difference in fee will be charged accordingly. In cases of cancellation/postponement of programme by COMTRAC, the registration fee will be refunded.

Transfer

No refund is entertained if participant fails to attend a programme. Transfer of registration fee to another programme is not allowed.

Replacement Of Certificate

SSM will charge an administrative fee of RM30.00 per copy for any replacement of certificate due to errors in name or identification card number wrongly filled by participant/representative during registration or loss of certificate, etc.

DISCLAIMER

SSM reserves the right to cancel programme, change date(s), venue(s), speaker(s) or any other changes due to any unforeseen circumstances that may arise without prior notice to participants. Upon submitting the registration form, you are deemed to have read and accepted the terms and conditions.

PSMB

Suruhanjaya Syarikat Malaysia is registered as a training provider with PSMB under KERAJAAN1846.

PERSONAL DATA PROTECTION NOTICE

Your personal data and other information provided in this application and including any additional information you may subsequently provide, may be used and processed by COMTRAC/SSM as a reference in future to communicate with you on our training programmes/events. In line with the Personal Data Protection Act 2010, we wish to get your agreement and consent for using your personal data. If you do not consent to the processing and disclosure of your personal data, you should send an e-mail to us at comtrac@ssm.com.my.