REGISTRATION FORM - ONE DAY TRANSFORMING PRESENTATION SKILLS WORKSHOP FOR ENGINEERS USING NLP

 Name of Organisation:

 Mailing Address:

 Email
 :

 Tel (Office)
 :

 Contact Person :
 Designation :

I/We wish to enrol the following person(s) for the above-mentioned Course:

Name	M/ship No.	Reg. Fee (RM)
	SUB TOTAL	
	ADD GST 6%	
	TOTAL PAYABLE	

Enclosed herewith a crossed cheque No. for the sum of RM issued in favour of "The Institution of Engineers, Malaysia" and crossed 'A/C payee only'. I/We understand that the fee is not refundable if I/we withdraw after my/our application is/are accepted by the Organizing Committee but substitution of participant will be allowed. If I/we fail to attend the workshop, I/we will still pay the registration fee in full.

Registration Fee (Subject to 6% GST)						
ONLINE	NORMAL (OFFLINE)					
RM 250	RM 300	BEM Approved				
RM700	RM 750	CPD/PDP hours: 7				
RM700	RM 750	Ref. No.:				
RM 1200	RM 1250	IEM17/HQ/239/W				
-	ONLINE RM 250 RM700 RM700	ONLINE NORMAL (OFFLINE) RM 250 RM 300 RM700 RM 750 RM700 RM 750				

Terms & Conditions:

- For ONLINE REGISTRATIONS, only ONLINE PAYMENT is applicable [via RHB and Maybank2u –Personal Saving & Personal Current; Credit Card - Visa/Master].
- Payment via CASH / CHEQUE / BANK-IN TRANSMISSION / BANK DRAFT / MONEY ORDER / POSTAL ORDER / LO / WALK -IN will be considered as NORMAL REGISTRATION
- FULL PAYMENT must be settled before commencement of the course, otherwise participants will not be allowed to enter the hall. If
 a place is reserved and the intended participants fail to attend the course, the fee is to be settled in full.
- Fee paid is not refundable. Registration fee includes lecture notes, refreshment.
- The Organizing Committee reserves the right to cancel, alter, or change the program due to unforeseen circumstances. Every effort
 will be made to inform the registered participants of any changes. In view of the limited places available, intending participants are
 advised to send their registrations as early as possible so as to avoid disappointment.

Correspondence

The Institution of Engineers, Malaysia Bangunan Ingenieur, Lots 60/62, Jalan 52/4, P.O.Box 223 (Jalan Sultan), 46720 Petaling Jaya, Selangor Darul Ehsan Tel No.: +(603) 7968 4001/4002Fax No.: +(603) 7957 7678 Email: <u>sitiaisyah@iem.org.my</u> (Ms. Siti Aisyah)

PERSONAL DATA PROTECTION ACT

I have read and understand the IEM's Personal Data Protection Notice published on IEM's website at http://www.myiem.org.my and I agree to IEM's use and processing of my personal data as set out in the said notice.



ONE DAY TRANSFORMING PRESENTATION SKILLS WORKSHOP FOR ENGINEERS USING NLP

Date :	27 July 2017	(Thursday)
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Time : 8:30 am – 5.00 pm

Venue : Hilton Hotel, Petaling Jaya

Speaker : Adjunct Prof Ir. Elias Musa

Organised and hosted by

Chemical Engineering Technical Division The Institution of Engineers, Malaysia

Synopsis

This one day workshop will prepare you to communicate effectively and persuasively and be comfortable with your own style. Develop key presentation skill and learn how to present your ideas with conviction, control, and poise and without fear. Learn how to deliver with energy and keep the audience engaged. Best of all, you'll gain confidence by making presentations.

Biodata of Speaker

Ir. Elias Musa earned a Bachelor of Engineering degree in Chemical Engineering in 1977 with Master Science and MBA, and has over 30 years of experience in plant /facilities project development in Oil & Gas Industry, including offshore and onshore production facilities, pipeline and gas processing plant GPP and LNG in Malaysia and Overseas. He has worked for clients as well as International design consultants. He is a certified Master Practitioner of NLP.

Learning Outcomes

The participants will learn:

- How to tailor their presentation to audience and learn how to use NLP techniques to overcome nervousness.
- Learn how to project voice and use pauses to dramatize point
- Expertly handle difficult questions and situations
- Communicate with clarity, conviction and gain confidence in presentation skills

What Will Cover?

- Participants will learn how to Balance their verbal and nonverbal messages so content is clear and memorable and will engage listeners.
- Developing and organizing presentation content using an audience profile and set presentation parameters
- Turning a speech outline into notes
- Preparing to give the presentation by rehearsing, adhering to a time frame, and speaking from notes.
- Reducing stress and speaker's anxiety as well as Using visual aids and support materials.
- How to handling questions from the audience and how to manage the presentation environment so you
 can anticipate, avoid, and handle equipment problems.

Tentative Programme

08:00 - 09:00	Registration	14.00 - 15.30	Creating an Effective Personal State & Practices
09:00 - 10:00	Planning and Presentation	15:30 - 16:00	Tea Break
10.00 - 11.00	Approaches to delivery using 4 MAT Systems	16:00 - 17:30	Getting Message Across and Feedback
11 00 - 11:15	Tea Break		

11:50 – 13:00 Creating the right environment using NLP

13:00 – 14:00 Lunch