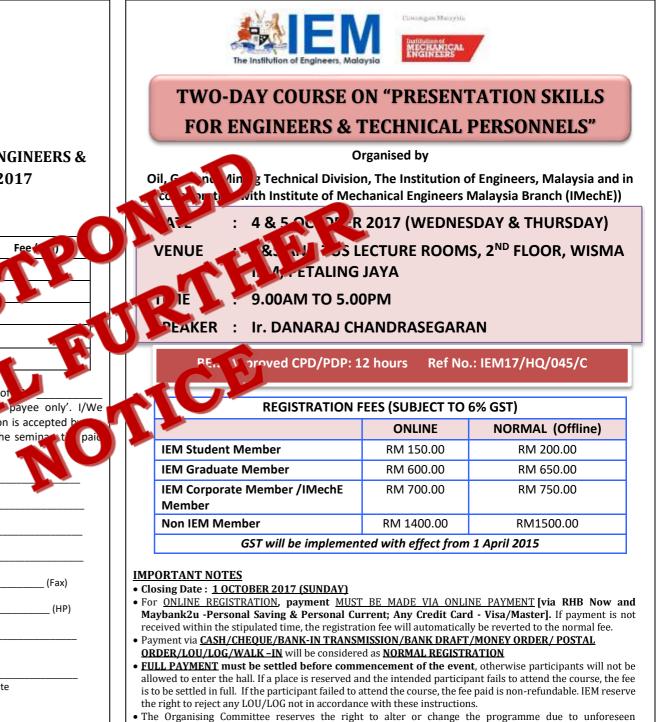
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Oil, Gas and Mining Technical Division, The Institution of Engineers Malaysia, Lots 60 & 62, Jalan 52/4, P.O. Box 223 (Jalan Sultan), 46720 Petaling Jaya, Selangor Daru Ehsan Tel: 03-7968 4001/2 Fax to 03-7957 7678 Email: valli@iem.org.my Website: www.myiem.org.my

REGISTRATION FORM TWO-DAY COURSE ON "PRESENTATION SKILLS FOR ENGINEERS & TECHNICAL PERSONNELS" ON 4 & 5 OCTOBER 2017

(Closing Date : 1 OCTOBER 2017)

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circumstances.

SYNOPSIS

Public speaking, engaging audiences and speaking with confidence may not be activities that we frequently face. Yet business reality demands that we be active in meetings, client pitches and team briefings, which all require us to be able to speak confidently, assertively and ensure that our messages are understood.

This interactive workshop is designed to provide an understanding of the principles of presenting to and engaging an audience. We cover the platform techniques required to engage an audience and deliver a powerful message using both visual and non-visual aids. Throughout the workshop, you will present and practice new skills and you will leave with recording of your presentation with feedback from the facilitator and group.

This two day course is designed to help you develop skills that will enhance to ideline and reaching out to your audience effectively. Participants will be engaged in a full any of hands on class experience to improve presentation skills, social in various skills, visual aid preparation etc. In addition, a Prezi Training sessions are a closed of the hands-on, interactive, and fun – with plenty time to put your new Prezi skills to practice and receive 1-1 features from the trainer. Throughout the session you'll learn all the technical skills coursed to make a great presentation of your own as you learn.

As a great deal of class time will be spent in a varie v of interaction formats, active particip is essential.

BIODATA

Danaraj Chandrasegaran P.Eng MIEM CEng MIMechE. He is a Chartered Engineer and has honours degree in Mechanical Engineering from University of Technology Malaysia. He also holds a MEng degree in Mechanical Engineering from University of Malaya. He also presently a committee member with The Institution of Engineers Malaysia and Institution of Mechanical Engineers (UK) Malaysia Chapter.

Since starting his career as a Mechanical Engineer, Danaraj has had a varied service; both in front line project execution as well as in technical, training, and management functions. His career has a diverse outlook on project execution ranging from building construction, marine, mining and energy industry; as a mechanical engineer. He has worked on several large scale projects worldwide such as Shell Malikai TLP and Barzan Offshore Project. In addition, had delivered many projects successfully collaborating with vendors and subcontractors alike.

LEARNING OUTCOMES

At the end of the course participants will:

- Acquire better core presentation fundamentals.
- Will understand all the possible use cases for adopting Prezi in their own work processes.
 - Will above o create a basic Prezi presentation.

concerning the purpose and value of powerful presentations

ses audience needs are reate presentations accordingly

set objectives and reason a copriate structure

- Use your improve http://kills to answer audience questions with confidence
 - rine tune your presentation skills following feedback from

COURSE SCHEDULE & OUTLINE

4	TIME/DAY	Day 1	Day 2
	08:30 - 00 00	registration	Registration
	0 09:17	breaking session. Presentation	Adding interactivity to your
1	01 05.1	essentials	presentation
	09 - 10:30	Structuring your presentation	Technical Training – Prezi Advanced
J	10:30- 10:45	Tea Break	Tea Break
	10:45-11:30	What is Prezi? How can Prezi help me?	Handling your audiences and their
		what is Frezi: now can Frezi help me:	questions effectively
	11:30 - 13:00	Technical Training – Prezi Basics &	Closing the presentation. Practice
	11.50 - 15.00	Workgroup 1	Session - Individual
	13:00-14:15	Lunch	Lunch
	14:15-15:45	Developing business presentation	Logistics and stage management
	15:45-16:00	Tea Break	Tea Break
	16:00-16:45	Workgroup 2	Q&A/ Feedback/ Summary

PERSONAL DATA PROTECTION ACT

I have read and understood 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.