Chairman

Young Engineers Section c/o The Institution of Engineers, Malaysia Lot 60/62, Jalan 52/4, 46720 Petaling Jaya (first come first served) Tel No: 03-7968 4001/02 Fax: 03-7957 7678

CLOSING DATE: LIMITED to 30 pax !!! 19 NOV 2014 Email: aklanie@iem.org.my

Website: www.myiem.org.my

REGISTRATION FORM

No	Name (s)	M'ship No	Grade	Fees (RM)	
			Total Payable		

Enclosed herewith a 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 registration is accepted by the Committee but substitution of participants will be allowed. If I/we fail to attend the course, the fee paid would not be refunded.





BEM Approved CPD/PDP Hours: 14 Ref No: IEM14/HQ/381/C

2-DAY PUBLIC SPEAKING COURSE **BASED ON TOASTMASTERS'** SPEECHCRAFT PROGRAM

(Organized by Young Engineers Section, IEM)

Date	: 22 & 23 November 2014 (Saturday & Sunday) POSTPONED until further notice
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Time : 9.00 am - 5.30 pm

Venue : 2nd Floor, Wisma IEM, PJ

Speakers: Ir. Ismail Omar DTM, Robert Ram DTM, Alex Lu ACB, ALB

Assisted by: Ir. Andrew Nathan ACB, Engr. Kanagaraj Pillay ACB, CL, Tan Ken Wayne ACB

REGISTRATION FEE:

Grade	Normal Registration	Online Registration
IEM Student Member	RM 280	RM 250
IEM Graduate Member	RM 350	RM 300
IEM Corporate Member	RM 450	RM 400
Non IEM Member	RM 650	RM 600

Closing Date: 19 NOVEMBER 2014

Online registration and payment must be made before 19 November 2014 or it will be reverted to normal rate. Registration via LO/PO will be considered as normal rate



LIMITED to 30 pax !!! (first come first served)

TENTATIVE PROGRAMME

<u>Time</u>	<u>1st Day</u>	<u>2nd Day</u>	
0830 - 0900	Registration	Registration	
0900 – 1045	 Introduction & Feel Good Session Table Topics (Impromptu Speaking) 	 Invocation Recap of 1st Day Your Body Speaks 	
1045 – 1100	MORNING TEA BREAK	MORNING TEA BREAK	
1100 – 1230	Organize Your SpeechIntroducing a Speaker	Vocal VarietyHow To Say It	
1230 - 1330	LUNCH BREAK	LUNCH BREAK	
1400 – 1530	Move Your BodyDemonstration Speech & Evaluation	Move Your BodySpeech Contest	
1530 – 1545	AFTERNOON TEA BREAK	AFTERNOON TEA BREAK	
1545 – 1630	Get to the PointEffective Evaluation	Progress Evaluation & SharingQ & A	
1630 – 1730	 Q & A Briefing for 2nd Day 	Award CeremonyClosing Speech	

SYNOPSIS

Speechcraft is a short, seminar-style presentation that teaches basic Toastmasters skills: speaking and evaluating.

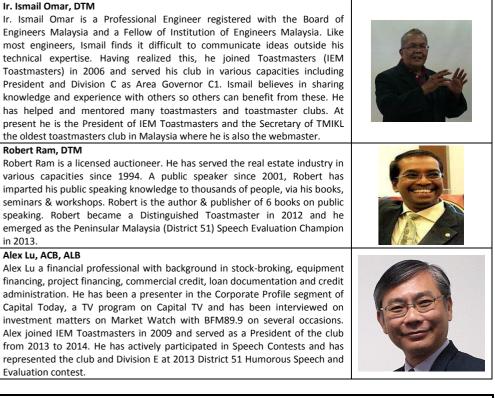
BENEFITS

- Learn to speak concisely, clearly and confidently
- Communicate and articulate your thoughts and ideas
- Speaking out in an important situation or event
- Persuade and inspire others effectively
- Career Advancement
- Receive Recognition

WHO WILL BENEFIT FROM THE COURSE?

All engineers who aspire to improve their communication skills.

BIODATA OF SPEAKERS



TERMS & CONDITIONS:

•For **ONLINE REGISTRATION**, only <u>ONLINE PAYMENT</u> is applicable [via RHB and Maybank2u –Personal Saving & Personal Current; Credit Card - Visa/Master]. Please note that payment **MUST** be made **"ONLINE"** <u>before the closing date</u>. If payment is not received and verified within the stipulated time, the registration fee will be reverted to the normal registration fee.

•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. If the participant made payment and failed to attend the course, the fee paid is non-refundable. Registration fee includes lecture notes, refreshment and lunches.

•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.

If you require further details or clarifications, kindly contact the IEM Secretariat at:

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