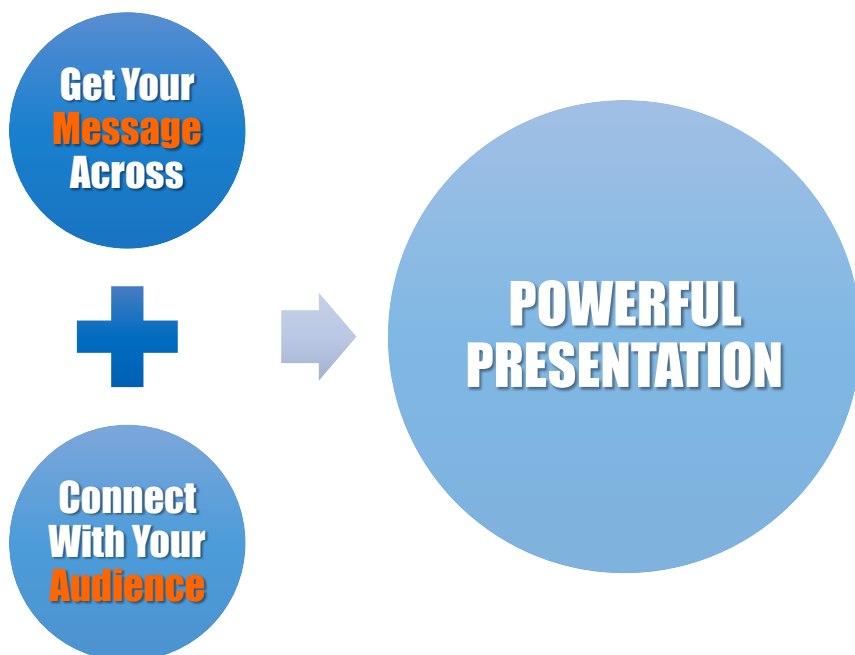


Soft Skills Training Series Tailor-made for EIA Professionals

PRESENTING AT YOUR BEST

Programme On Public Speaking & Presentation Skills



BUT – How to deal with it?

- ✓ Having doubts/difficulties in particular when presenting EIA findings?
- ✓ Do you think technical knowledge is too complicated to be presented and understood by others?
- ✓ Still feeling nervous even with the perfect speech in hand?

CONTENTS

- ◆ Identifying role and aim as a presenter
- ◆ Planning and preparing a presentation
- ◆ Organising and delivering the speech
- ◆ Practising delivery
- ◆ Preparing and managing Q&A

TRAINING OBJECTIVES

- ◆ Enhance presentation skills & public speaking skills in a professional, confident and poised manner
- ◆ Overcome the anxiety when speaking in front of a group
- ◆ Organize and synthesise information and materials in a clear and concise manner;
- ◆ Apply speaking and presentation skills to increase persuasiveness and attractiveness
- ◆ Be capable of handling queries and questions during presentation.

Session 1 on “Overview of Presentation & Public Speaking”

Date: 28 April 2014 (Monday)

Time: 19:00 – 22:00

Trainer: AWTC (Lo and Lam) Consultancies Ltd

Class size: 50 (maximum)

Venue: Room 103, Duke Windsor Social Service Building, 15 Hennessy Road, Wanchai

Price: HK\$250 (for HKIEIA members); HK\$500 (for non-HKIEIA members)

Format: Interactive presentation, sharing of videos and tailor-made case studies will be designed. The lecture will be conducted in Cantonese. Presentation materials and course notes will be written in English or Traditional Chinese.

Session 2 on “Practical Guide and Individual Exercise on Presentation & Public Speaking”

Date: 8 May 2014 (Thursday)

Time: 19:00 – 22:00

Trainer: AWTC (Lo and Lam) Consultancies Ltd

Class size: 15 (maximum)

Venue: AWTC Training Centre, 24/F, Admiralty Centre Tower 2, 18 Harcourt Road

Price: HK\$500 (for HKIEIA members); HK\$1000 (for non-HKIEIA members)

Format: Individual exercise, critique and debriefing. Tailor-made case scenarios will be designed and provided for small group practice. The lecture will be conducted in Cantonese. Presentation materials and course notes will be written in English or Traditional Chinese.

CONTACTS



For
Enrolment
details or
enquiry,
feel free to
contact

Ms Clara U

hkieia.hk@gmail.com

Ms Annie Jin

awtc.enquiry@awtc.com.hk

tel: 2114-2101

ENROLMENT DETAILS

Non-members are welcome but registration priority will be given to HKIEIA members.

Participants can choose to attend any session but are encouraged to attend both sessions for completeness.

If you are interested, please click on to this link for on-line registration:

<https://docs.google.com/forms/d/11jFnjb86SWy-XhF-1wP9MObkGtK9a5sJgryQbgMD8/edit#>

Successful registration and payment detail will be informed separately.