

business
skills
workshop

Event Code
BSW20081122B

ACCA

CPD units
3.5

Business Presentation Skills (RERUN)

Date
22 November 2008
Saturday

Venue
ACCA Hong Kong
Conference Room
Room 1901, 19/F
World Wide House
19 Des Voeux Road
Central, Hong Kong

Rundown
14.00 Registration
14.30 Workshop begins
17.30 Q&A session
18.00 End

Fee (in HK\$)
ACCA Member : 330
(online enrolment)
ACCA Member/ : 350
Affiliate/ Student/ Member
of The Hong Kong
Institute of
Directors (HKIoD)

Staff of : 450
Approved
Employer

Non-member : 550
(refreshments included)

Enrolment Deadline
10 November 2008

**ONLINE ENROLMENT is
available for members**

Organised by
Professional Development
Sub-committee, ACCA HK

The ability to present effectively is one of the critical leadership skills, especially when it is your responsibility to communicate about your business. However, for many people, if not most, presenting can be a daunting and challenging experience. This workshop will give you some essential tips to help you hone more effective presentation skills development.

Course outline:

1. What it Takes to Become a Good & Confident Presenter
2. Knowing Your Presentation Objectives
3. Audience Analysis
4. Structure a Presentation
5. Getting Started
6. Presentation Skills – Use your voice and body to full advantage
7. Use of Visual Aids
8. Exercises

Trainer:

Mr Terence Yeung, Managing Director, TACSEN Management Consultants Limited

Terence has over 15 years of experience in management consulting and corporate training. He once was a manager of Andersen Business Consulting, providing service for both mainland and multinational enterprises. Before that, he was a Senior Training Consultant of Giordano International Limited. In 2006, Hong Kong Daily News has awarded Terence in the Asian Top 10 Corporate Trainers Competition as The Most Outstanding Trainer in Personality Studies. Terence is an accredited MBTI® administrator and trainer recognised by the official MBTI® organisation, Asianic Psychological Press. He is also a member of the Association of Psychological Type of USA.

Language: Cantonese

Capacity Limit: max 40

Online enrolment (for MEMBERS only) is now available for THIS event, please visit hongkong.accaglobal.com/hongkong/members/events/

ROOM 1901 19/F
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19 DES VOEUX ROAD CENTRAL HONG KONG
香港 中環德輔道19號 環球大廈19樓1901室

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Enrolment form for business skills workshop on Business Presentation Skills (RERUN) (20081122B)

ACCA

Participants' Particulars (Please use ENGLISH BLOCK letters to complete the form)

Name of Participant		Membership No (if any)							
Company		Position							
Email (for confirmation) <small>(see note 11)</small>	Tel		Mobile No (for emergency)						
If the enrolment of your accompanying guest, if any, is unsuccessful, do you still prefer to process your enrolment? Y / N ¹									
Name of Participant		Membership No (if any)							
Company		Position							

¹ Please circle where appropriate

If the contact person is different from the above, please provide the details here

Contact person		Tel		Mobile No (for emergency)	
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Fee

	No. of participant(s)	Total
HK\$350 (ACCA Member/Affiliate/Student/HKIoD Member) ¹		
HK\$450 (Staff of Approved Employer)		
HK\$550 (Non-member)		
HK\$50 (Donation for ACCA Charity Fun Day)		
Grand Total:		\$

Payment Method ²

<input type="checkbox"/> Cheque (payable to "The Association of Chartered Certified Accountants")										
Cheque No.		Bank								
<input type="checkbox"/> Visa / <input type="checkbox"/> MasterCard										
Card No.									Expiry Date (MM / YY)	
Cardholder's Name (pls print)		Cardholder's signature							Date	

² Please tick the appropriate box

Important notes:

1. ACCA Hong Kong reserves the right to cancel or make any changes to the event. No refund will be made unless the event is cancelled.
2. **Enrolment by fax is ONLY acceptable for payments by credit cards. Only VISA and MASTERCARD will be accepted.**
3. For cheque payment, a cheque **MUST be attached to the completed enrolment form**, otherwise the enrolment will be rejected.
4. Please issue **separate cheques** for different seminars/workshops and/ or activities you enrol, otherwise ACCA Hong Kong reserves the right to reject the enrolment.
5. Reservation is on a first-come-first-served basis. In case of over-subscription, the preference for enrolment will be in the following order: ACCA Members, Affiliates, Students, HKIoD Members, Staff of Approved Employers and Non-members.
6. Members must fill in their membership no. for verification of their status. **Enrolment forms with incomplete information will not be accepted.**
7. Each enrollee will be notified via **EMAIL** of the result of their application for enrolment within five working days after the deadline of enrolment.
8. **If you do not receive any notifications regarding the enrolment status prior to the commencement of the event, please contact the ACCA office.** All unsuccessful application forms will be shredded after the event unless those which are paid by cheque will be returned to the enrollees. **REVISED**
9. The number of CPD units granted is corresponding to the number of hours of the seminar/workshop scheduled. For those who arrive late and/or depart early from the scheduled time, the CPD units will have to be discounted corresponding to the actual time of attendance by the attendee.
10. The new on-line enrolment system is on a trial run period, it will be temporarily applicable on selected CPD events. The launching date of the system will be announced later.
11. If you do not have an email address for receiving the seminar/workshop confirmation, please provide your fax no. here: _____
12. The event may be cancelled/re-scheduled when typhoon no. 8 or black rainstorm warning is hoisted. Please refer to ACCA Hong Kong website for detailed arrangements. **NEW**
13. Promotional discount for online enrolment is subject to review without prior notice. **NEW**

MUST FILL IN (for returning materials)

Name: _____
Address: _____

FOR OFFICE USE ONLY (BSW20081122B)

Authorisation code:	
Handled by:	