



# SKILLS DEVELOPMENT SERIES

## IMPROMPTU SPEAKING WITH CONFIDENCE, CONVICTION & CLARITY

### 1-Day Training Workshop

Do you freeze up and panic when asked to speak on the spot? Being unexpectedly called upon to address a group, respond to questions, or offer your views at a moment's notice can be unsettling for anyone.

Those who are able to speak confidently, intelligently, and persuasively without preparation win the respect of everyone in the room.

There are numerous occasions in business and socially where you may be asked to speak without warning. You can learn simple techniques for collecting your thoughts quickly and speaking convincingly in any of these situations.

This workshop features a variety of impromptu speaking exercises to help you speak on the spot in a host of different business and social settings.

16<sup>th</sup> (Tue) January 2018

Holiday Inn Singapore  
Orchard City Centre

Master

### Impromptu Speaking

with



### Mr David Goldwich

- An engaging and award-winning speaker, who holds MBA and JD degrees, and specialises in the area of persuasive communications
- Began lecturing and training in 1995 and has taught at the tertiary level in the USA and in Singapore
- He practiced law in the United States for more than ten years and is a trained mediator

... read more on David on the following page!

*“Great trainer who makes things relevant. Activities, practices helped to make learning authentic and relevant. I am persuaded that this is definitely a course to be recommended.”*

# Bonus Gift!

Free 32GB Dual USB  
FlashDrive for each  
participant for group  
registrations of three  
and above only.



Developed and  
organised by:



**MAXIMUS  
CONNECTIONS**  
*empowering people with knowledge*



**OUR EXECUTIVE TRAINER**

**Mr David Goldwich**

David is a “reformed” lawyer who is committed to helping people get what they want by teaching them how to play the negotiation game and be assertive, compelling, persuasive communicators.

David has MBA and JD degrees from accredited and respected bricks-and-mortar universities. He practiced law in the United States for more than ten years, arguing before judges and political, government, and community bodies. He knows how to persuade the toughest audiences. David is trained as a mediator and has managed small businesses as well.

Recognising that lawyers perpetuate rather than solve problems, David began lecturing and training in 1995. He has taught at the tertiary level in the USA and in Singapore. As a trainer, David applies the “80/20 Rule” by identifying the few critical tools necessary for the greatest improvement and presenting them in a form that is easy to learn and simple to use. An engaging and award-winning speaker, David uses humor and stories culled from his own experience as a lawyer, businessman, and father to help people reach breakthrough changes in their personal and professional lives. He is the author of three books and numerous articles in his field of expertise.

**HEAR WHAT PAST PARTICIPANTS HAVE TO SAY ABOUT THE TRAINER**

*“The Trainer was very engaging. The techniques shared during this course will be useful when I’m preparing for my future presentations.”*

**JESSLYN TAN, SPRING SINGAPORE**

*“David is clear in his objectives and explanations. I thoroughly enjoyed his training and found it very useful for my future presentations.”*

**RAMLAH JOHAR, CITIBANK**

*“It is not like an ordinary presentation skills workshop that focus on contents and framework. It is about overall elements contributing to a successful presentation. It is a good takeaway.”*

**HELENA SUSANTO, KEY ACCOUNT MANAGER, DB SCHENKER**

*“David is very clear in conveying his ideas. I am able to understand him and benefit from the course. David is definitely one of the best trainers around. I am very impressed.”*

**LEE, PROJECT ENGINEER**

*It's refreshing and it's important to recognize that an effective presentation calls for a lot of elements of persuasion. Good to know the tips and tricks. ... It was easy to understand.” – Lee*

**POH SUAN, GENERAL MANAGER, FINANCE, DB SCHENKER**

*“I found David to be extremely confident, patient, and knowledgeable. I learned many things from this course which will be useful for me in my everyday dealings.”*

**VIJAY, QUALITY PROFESSIONAL**

*“Great trainer who makes things relevant. Activities, practices helped to make learning authentic and relevant. I am persuaded that this is definitely a course to be recommended.”*

**BEE TZE, ASSOCIATE PSYCHOLOGIST, MOE**

### **HOW WILL THIS COURSE BENEFIT YOU?**

#### **BY THE END OF THIS TRAINING WORKSHOP, YOU WILL BE ABLE TO:**

- **Neutralise** the fear of speaking before a group
- **Exude** confidence (even if you are nervous!)
- **Understand** the critical role of emotion when dealing with difficult people and situations, and how to defuse it
- **Use** your voice and body language for maximum impact
- **Understand** and connect with your audience
- **Craft** a clear and convincing message
- **Learn** several templates to organize your thoughts
- **Speak** calmly and confidently in any situation
- **Use** imagery to bolster your message
- **Handle** challenging questions and tough questioners

### **WHO SHOULD ATTEND**

**THIS WORKSHOP IS FOR ANYONE WHO WOULD LIKE TO IMPROVE HIS OR HER IMPROMPTU SPEAKING SKILLS AT ALL LEVELS OF THE ORGANISATION.**



## **PROGRAMME OUTLINE**

*Light Snacks and Registration: 8.30am-9.00am*

*Coffee Break: 10.30am-10.45am*

*Lunch Break: 12.30pm-1.30pm*

*Coffee Break: 3.30pm-3.45pm*

*Course Ends at around 5pm*

### **CALM, COOL, AND COLLECTED**

- ✚ Overcoming jitters
- ✚ Confidence – inside and out
- ✚ The look and sound of confidence and control

### **INSTANT MESSAGING**

- ✚ Create the right impression
- ✚ Connect with your audience
- ✚ Set your objective
- ✚ The essence of your message

### **DEVELOP YOUR MESSAGE**

- ✚ The Three S's: Scan, Select, Structure
- ✚ Impromptu speaking templates
- ✚ Visual Impact

### **FIELDING QUESTIONS**

- ✚ Challenging questions
- ✚ Tough questioners
- ✚ Expect the unexpected

### **Workshop Methodology**

Presentation/discussion, Demonstrations, Impromptu talks and reviews, Improvisation exercises  
Videos

**REGISTRATION CONTRACT**

Please complete this form immediately and fax to  
(65) 6234 2106 or scan and e-mail it to  
[register@maximusconnections.com](mailto:register@maximusconnections.com)

**A. Delegate's details**

1) Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Email: \_\_\_\_\_

2) Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Email: \_\_\_\_\_

3) Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Email: \_\_\_\_\_

Organisation: \_\_\_\_\_  
Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
Country: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Nature of Business: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**B. The Invoice should be directed to (Dept)**

Name: \_\_\_\_\_  
Dept: \_\_\_\_\_  
Tel: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**C. Authorising Officer's details**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Tel: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This booking is invalid without an authorised signature.**

**1-Day Workshop Fee:**

- S\$ 499 nett** per delegate  
(Early Bird Rate, for registrations by 1<sup>st</sup> December 2017)
- S\$ 549 nett** per delegate  
(for registrations after 1<sup>st</sup> December 2017)
- Group Registration** (three and above in one application):  
each participant entitled to a 32GB Dual USB Drive

[Fee includes documentation, refreshment, lunch & all relevant taxes (we do not charge GST)]

*A certificate of recognition will be given upon course completion.*

**TERMS & METHOD OF PAYMENT**

An official invoice will be sent to you after receiving the registration contract. Placement is only confirmed when full payment is received within **twenty-one (21) days** from invoice date. We reserve the right to impose late payment charges. For late registrations, payment must be received prior to the course date.

- 1) **Cheque** : Made payable to  
**Maximus Connections**  
Send it to:  
Maximus Connections (Payment 125),  
9 Bishan Street 15 #31-18 Singapore 573909
- 2) **Bank** : DBS Bank, Singapore  
Current Account Number: **070-900872-0**  
(Quoting your Company Name and "P125" as reference)

**CANCELLATIONS & SUBSTITUTIONS**

All cancellations of registration must be notified in writing. If cancellation by 22<sup>nd</sup> December 2017, you will be entitled to a 50% refund. Regrettably, no refund will be given for cancellation after 22<sup>nd</sup> December 2017. However, a complete set of documentation will be sent to you. Substitutions are welcomed at any time before 0<sup>th</sup> January 2018 with formal notification in writing.

**NOTE**

It may be necessary for reasons beyond control, to change the content and timing of the event, speaker(s) or venue. Every effort will be made to inform the participants of the change. Maximus Connections will not be held liable for any costs arising from this change.

**HOTEL ACCOMMODATION**

Accommodation is not included in the fees. If you need accommodation at the workshop venue, kindly contact Holiday Inn Singapore Orchard City Centre, 11 Cavenagh Road, Singapore 229616, Tel (65) 6733 8333. Or visit [www.holidayinn.com/sin-orchard](http://www.holidayinn.com/sin-orchard)

**REGISTER NOW**

Contact **Mr Ryan Loh**  
Tel: (65) 6451 7698, Fax: (65) 6234 2106  
Email: [register@maximusconnections.com](mailto:register@maximusconnections.com)  
[www.maximusconnections.com](http://www.maximusconnections.com) (Regn No: 53113082K)