



Presentation Skills for Mediators

Background

It is always not an easy task to conduct presentations in front of a group of people. Anyone who is equipped with good presentation skills and knows how to put it into proper application would be therefore eye-catching and superior to others. Do you want to be one of them?

Individuals are always required to conduct oral presentations at work or for other purposes. Undoubtedly, good presentation skills are vital for everyone who wants to effectively communicate with others. No matter you are a working individual or who is already a mediator, it would be of utmost importance for you to learn the basics of presentation skills.

Excellent presentation skills are not inborn. It can be enhanced by continuous learning. By enrolling this course, you can learn to give persuasive presentations effectively – either for mediation, business, governmental organizations or in academic situations, and to enhance overall presentations and communications skills.

We emphasize the importance of both theoretically and practically. As the saying goes, “Practice makes perfect”, participants would have opportunities to practice during the course to familiar with the skills through practices. Always bear in mind that good presentation skill is a talent and a skill. You can carry the skill with you in whatever career path you take and it is one of the skills that will make you move a step further to success.

Target Audience

HKMC Panel and Associate Members

Teaching Medium

Cantonese

Course Fee

HK\$1,600

Seat

25 max

Date and Time

13 September 2014 (Saturday), 9:30 a.m. – 5:30 p.m.

Certificate & CPD points

A Certificate of Completion will be presented to participants with 100% attendance for workshop.
A Certificate of Attendance will be presented to participants with over 70% attendance for workshop.
Participants will be awarded 7 CPD points from HKMC on a pro rata basis with one session per unit (i.e. 3 & 4 CPD points for morning & afternoon session respectively)*

Venue

Hong Kong Mediation Centre (21/F, Success Commercial Building, 245-251 Hennessy Road, Wan Chai)

Registration period

On or before 3 September 2014 (Wednesday)

Remarks:

* Participants who are absent (either late or early departure) for more than 30 minutes will not be granted with any CPD points for that session.

Trainer of the Course

Mr. Daniel Ying

Daniel is an international trainer, organizational development and change management expert with more than 20 years management experience with MNCs in Hong Kong, China and Canada. Daniel has substantial experience in Presentation, Communication, Mediation, resolving problems and managing changes for organizational development needs. Over the past 14 years, he has led many significant presentation, communication, problem solving and organization change projects. Also he delivered many assignments in a wide range of customized programs in competency and leadership development with Fortune 500 companies.

He holds a MBA from City University of Hong Kong. He is the accredited trainer and administrator in Harrison Assessment®, DISC®, Belbin Model®, Leadership Effectiveness Analysis 360®, FIRO-B®, Myers-Briggs Type Indicator® (Steps I and II). He is also the Certified Master Practitioner of Neuro-Linguistic Programming (IANLP) and a qualified Corporate Trainer in PRC.

Course Outline

Morning Session (0930 – 1230)

Powerful Presentation Start from You

- Key Success factors of Powerful Presentation
- How to Draw Attention in the First 2 Minutes
- You will Get a Checklist of Professional Standard & Practices

How to Structure the Powerful Flow & Content

- You will Learn the “Building Block” Approach
- Strategic use of presentation equipment
- Practice by using your Real Life Case

Lunch (1230 – 1330)

Afternoon Session (1330 – 1730)

Be an International Speaker On Stage

- Handling nerves
- Body Language
- Strengthen your voice
- Dealing with questions and objections

Make you Transform Through Practice

Q&A & Continuous Development and Suggestions



For HKMC use only

Admitted Rejected Waiting list

Paid by cheque no.: _____

Paid by bank transfer

Receipt Date: _____

Presentation Skills for Mediators

Application Form

Name in English: _____

Name in Chinese: _____

(Both Chinese and English name must be the same as shown on HKID card)

Membership No.: Panel Member _____ Associate Member _____

Contact No.: _____

E-mail: _____

Correspondence Address: _____

Please complete and send this application form together with a cheque made payable to "Hong Kong Mediation Centre Ltd." to:
Hong Kong Mediation Centre: 21/F, Success Commercial Building, 245-251 Hennessy Road, Wan Chai

Important Notes:

1. Regardless of whether applicants have attended classes or not, fees paid are not refundable unless the enrolled course is full or cancelled.
2. HKMC reserves the right to cancel the course due to insufficient enrolment or other unforeseen reasons, and make alteration regarding trainers, class locations and class schedules if necessary.
3. Confirmation will be notified by email upon successful registration. If you have not received an email confirmation on your registration from the Secretariat on or before **5 Sep 2014**, you have not been assigned a place to the course.
4. If typhoon signal no.8 or black rainstorm warning signal is hoisted and not lowered by 2 hours before the class start, the class will be postponed. Rescheduled date/time/venue will be announced in due course.
5. In case of disputes, Hong Kong Mediation Centre reserves the right to make final decision.

Personal Information Collection Statement

1. Personal data provided in this application form will solely be used for the admission process. However, failure to provide such data may take it impossible to process your registration and communicate with you. All such data will be destroyed within 3 months should the application be unsuccessful.
 2. The personal data provided in this form will be used by HKMC staff for delivering information including any events and functions to be held, courses to be organized, discount, benefit and services offers. This personal data will not be transferred to other external parties for purposes as stated above.
 3. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request access to and correction of their personal data. Applicants wishing to access or make corrections to their data should submit written requests to Hong Kong Mediation Centre.
- If you do not wish to receive information as stated in point 2 of this statement, please indicate your objection by ticking the box.

Applicant's Declaration

I declare that all information provided in this enrolment form is accurate. I have noted, understood and agreed to the contents of the Personal Data Collection Statement and Important Notes.

Signature: _____

Date: _____