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<th>DALE CARNEGIE COURSE</th>
<th>LEADERSHIP TRAINING FOR MANAGERS</th>
<th>HIGH IMPACT PRESENTATIONS</th>
<th>SEMINARS</th>
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<td>戴尔。卡内基班</td>
<td>高绩效经理人班</td>
<td>2 CONSECUTIVE DAYS 9 A.M. TO 5 P.M.</td>
<td>1 DAY 9 A.M. TO 5 P.M.</td>
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<td>12 SESSIONS, ONCE A WEEK</td>
<td>3 DAYS, ONCE A WEEK</td>
<td>$1,855 (Please add 7% GST)</td>
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<td>6.30 P.M. TO 10 P.M.</td>
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Your Path to Personal and Professional Success.

When you look at successful people, what do you see? Confidence. Competence. Enthusiasm. They’re engaged in all aspects of their work and life, inspiring others as they lead by example.

The Dale Carnegie Course will help you master the human relations skills that enable you to thrive in any setting. You’ll discover how to form closer, more rewarding relationships built on trust and respect. Increasing your confidence and competence in interacting with others will gain the influence you need to reach new heights in your personal and professional life.

As you become a persuasive communicator and problem-solver more adept at managing stress and handling change, you’ll find yourself inspiring others to take initiative and innovate.

The Dale Carnegie Course will help you master the communication skills necessary in today’s demanding business environment. You will learn to strengthen interpersonal relationships and develop a commanding attitude, instilling confidence and enthusiasm in your workplace.

Does the experience make a difference? Clients say yes. You’ll see the results as you stretch your abilities, tackle complex challenges, expand your ingenuity, and excel in building team harmony. The Dale Carnegie Course will focus your energy to become a more effective communicator, securing your place as a valued contributor in your organization.
What We Will Cover

- Recall and use names
- Build on memory skills and enhance relationships
- Put energy to work for you
- Manage stress
- Motivate others and build stronger relationships
- Energize our communications
- Make ideas clear and think on your feet
- Gain willing cooperation of others
- Build others through recognition
- Demonstrate leadership and adapt to different communication styles
- Disagree without being disagreeable
- Inspire others

Learn How To

- Use a proven process to recall names and facts
- Communicate more confidently
- Build trust and persuade people to take action
- Project an enthusiastic attitude
- Communicate logically, clearly and concisely
- Energize and engage listeners
- Strengthen relationships
- Give constructive feedback that empowers others
- Encourage positive thinking
- Identify and reward successes
- Commit to continuous improvement

Who Should Attend

Professionals at all levels who wish to optimize their performance, lead with conviction and positively affect the bottom line.

Class Format

12-week, one evening per week for 3.5 hours

*This time-spaced learning methodology allows you to practice between sessions and bring your experiences to class for coaching

What Our Clients Say

“Principles and ideas... very applicable in life and work” – leading retail chain in Singapore
Effective Leaders Communicate with Enthusiasm and Confidence

A presentation is a critical business tool. Whether your communication goal is to persuade, sell or inspire, your presentation is what will differentiate you from your competitors. Think of it as the jewel in your crown. When properly executed, your presentation will make you stand out. Your audience will view you as prepared, informed and confident.

Since 1912 Dale Carnegie provided business people the tools to successfully navigate complex business environs. This program provides the skills that empower professionals to communicate confidently and competently to all types of audiences. We illustrate proven methods and techniques that allow you to develop compelling presentations with universal appeal, yielding consistent, positive results.

High Impact Presentations focuses on structuring an effective presentation that will build credibility, enhance a client relationship and clearly convey your concept. You will explore the optimum use of voice and gesture to create a lasting impression as well as a variety of presentation styles, ranging from a formal speech to a casual meeting or contentious conversation.

Participants are given multiple opportunities to develop and practice innovative presentations. You will be videotaped, evaluated and mentored by an expert until you have achieved the ultimate goal, the ability to deliver a masterful presentation.
What We Will Cover

• Create a positive impression
• Increase credibility
• Present complex information
• Communicate with greater impact
• Motivate others to action
• Respond to pressure situations
• Inspire people to embrace change

Learn How To

• Persuade your audience using indisputable facts
• Lead effective Q&A sessions
• Communicate with clarity and certainty
• Interact with a natural and composed demeanor
• Illustrate complex material directly and simply
• Demonstrate unfamiliar material expertly
• Project confidence and enthusiasm that builds credibility

Who Should Attend

Professionals needing to inspire large audiences, motivate sales executives, address the media, or simply control a meeting. As this seminar focuses on more advanced presentation skills, it is recommended that all participants have some prior experience in public speaking or presenting.

Class Format

2 days

*The class is small. The environment is supportive. The work is intense. And the results are outstanding. It is experience that makes a marked difference in business results. You’ll see measurable gains in better communication, enhanced personal and corporate image, and ultimately, your bottom line.

What our Clients Say

“Training greatly enhanced my understanding of the components necessary to give a good presentation” – a global investment management group

“Very hands-on, interactive learning” – major pharmaceutical firm

“Very structured and truly experienced trainers – lots of takeaways” – one of the largest fund management firms globally

“Many opportunities to apply what was being taught” – premier art museum
Engage the Emotions that Propel Your Team into Action!

In a results-oriented business environment, accomplished leaders know that engaging their teams is critical to achieving goals. To that end, a study conducted by Dale Carnegie found that teams who are enthusiastic, inspired, confident, and empowered are considerably more likely to engage in achieving organizational goals. The research also indicated that leaders who sincerely care about their people foster a culture of engagement.

4 Traits of Engaged Employees

By partnering with Dale Carnegie and attending Leadership Training for Managers, dedicated leaders will learn proven methods for developing engaged, high-performing teams. They will learn to build a culture where team members are confident in their abilities, empowered to take action, enthusiastic to deliver results and inspired to make a difference.

Because the only sustainable competitive advantage of any corporation is the innovation and creativity of their people, Leadership Training for Managers equips you to engage team members by unleashing their unique talents to maximize their ingenuity.
What We Will Cover

- Understand the distinction between personal and organizational leadership
- Master the innovation process and 8-step planning process
- Align performance goals with strategy
- Understand performance management and the appraisal system
- Follow a coaching process
- Improve problem analysis and decision making
- Recognize human potential
- Delegate effectively and handle mistakes
- Communicate to lead and Strive for continuous improvement

Learn How To

- Drive innovation
- Apply effective coaching techniques
- Empower others and hold them accountable
- Excel in problem solving and decision making
- Learn the Delegation Process
- Effectively communicate change
- Build a culture of engagement
- Recognize team success with enthusiasm

Who Should Attend

Managers or leaders wishing to develop a leadership approach and skills that increase team performance, enabling them to grow within the organization.

Class Format

3 days, once every week

*This time-spaced learning methodology allows you to practice between sessions and bring your experiences to class for coaching.

What Our Clients Say

“Well-structured topics with useful learning materials.” – leading wireless communications company

“Examples, discussions, case study used are relevant and makes it easier to apply in our daily course of work” – market-leading semi-conductor company

“Very interactive, insightful” – public program participant