



PUBLIC SPEAKING & PRESENTATION SKILLS FOR SALES

No matter how good or important a message, if it fails to be delivered in an interesting and effective way, chances are it won't be heard at all. Strong presentation skills beget buy-ins. They persuade, impress and convince. Poor speaking skills could just jeopardize them all. In this 2 days high impact **PRESENTATION SKILLS - Being Remarkable and Impactful**, participants will learn how to deliver presentations that get attention and results.

ADMINISTRATIVE DETAILS

Date	: November 3 - 4, 2025 (Mon-Tue)
Time	: 2 Days (9:00 am - 5:00 pm)
Venue	: FMM Institute, Johor Branch No. 1 & 3, Jalan Kencana Mas 1/1, Tebrau Business Park III, 81100 Johor Bahru, JOHOR
Fees	: RM 1,134.00 (FMM Member) RM 1,242.00 (Non member) The fee inclusive Service Tax at 8%
Closing Date	: October 21, 2025 (Tuesday)
Training Programme No.	: 10001376577
Training Provider	: FMM Institute Johor MYCOID: 475427W_JOHOR



COURSE OUTLINE

MODULE 1: Preparing The Content of a Meaningful Presentation

MODULE 2: Preparing the content - Know What and How To Prepare

MODULE 3: Grab Participants' Attention and Deliver Presentation with Passion

MODULE 4: Convey Clearly the Message To A Targeted Audience (Different Stakeholders)

MODULE 5: Developing A Powerful Presence And Using Your Voice For Maximum Impact

MODULE 6: Correct Body Language - Non Verbal Communication

MODULE 7: Handle Questions, Deal with Challenging Audience, Maintain Control and Credibility

MODULE 8: Have a Good Closing in Presentation

WHO SHOULD ATTEND :

Internal Trainers, Managers, Heads of Departments, Executives, Supervisors and ALL staff who need to gain the knowledge and skills to give effective, inspiring, motivating presentations and speak publicly with confidence

FACILITATOR

RACHEL KHOR has more than 16 years experience in the training & consulting business. Prior to starting her own company she has worked with the Singapore Government & was the Conference Director of AIC, an international conference company listed on the London Stock Exchange, based in Australia.

She is also a Master Trainer in Creativity & Problem Solving Skills, Sales Warriors, Leadership, Communication, Negotiation, Peak Performance, Self Motivation Skills. She has honed & fine tuned her training skills over a period of 16 years of varied business experiences as well as running her own event management company. Over the last 23 years her company has organized over 1600 conferences, workshops & seminars in Malaysia, Singapore, Indonesia, Thailand, Hong Kong & China reaching out to over 50,000 participants

All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the programme. Cancellation received 5 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 3 working days and below before the start of the programme is subjected to cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.



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NOVEMBER 3 - 4, 2025 | VENUE: FMM INSTITUTE, JOHOR BRANCH

FMM Institute (475427-W)

Ms. Sabrina/ Pn. Astri / Pn. Ain

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Tel: 07-357 7613 Fax: 07-357 7618

Please tick accordingly:

- Fees: ☐ FMM Member: RM 1,134.00/pax
(inclusive of 8% Service Tax)
- ☐ Non Member: RM 1,242.00/pax
(inclusive of 8% Service Tax)

Dear Madam,

Please register the following participant (s) for the above programme:

(To be completed in BLOCK LETTERS)

1. *Name

*Designation

*Email

Nationality

*IC No.

*Mobile No.

2. *Name

*Designation

*Email

Nationality

*IC No.

*Mobile No.

(if space is insufficient, please attach a separate list)

Disclaimer

Registration is on a first-come first-served basis. All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the training. Cancellation received 5 working days before the start of the training is subject to a cancellation fee of 50% of the training fees. Cancellation received 3 working days and below before the start of the training is subject to a cancellation fee of 100% of the training fees. If the participant fails to attend the programme, the **full training fees are payable**. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the webinar and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):

- ☐ We will be claiming under **HRD CORP CLAIMABLE COURSES** and full payment would be made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.
- ☐ We will **NOT BE CLAIMING** under **HRD CORP CLAIMABLE COURSES**. Payment will be made to account payee **FMM Institute** by cheque or bank transfer to **Maybank Account No. 501280056601**.

Submitted by:

Name

Designation

Email

Tel

Fax

Mobile No.

Company

Date

Address

Company Stamp & Signature