

Business Writing for Executives

Facilitator : Mr Michael Lim Seng Gyup | Date : 12-13 July 2010

Venue : Grand Margherita Hotel | From 8.30am - 4.30pm



**HRDF
CLAIMABLE**

OBJECTIVES :

The participants will learn :

- ✓ Clarity You Are So Clear That No One Could Possibly Misunderstand You.
- ✓ Speed Save Time By Avoiding Common Mistakes And Hence Eliminating “Re -Writes”.
- ✓ Organisation Logical Development And Presentation Of Thoughts.
- ✓ Image Professional Presentation In A Manner Befitting The Image Of Your Company

COURSE CONTENTS OUTLINE :

- ✓ The Guidelines For Clear Writing.
- ✓ The Principles For Logical Development And Organisation.
- ✓ Techniques And Skills In Beating The Deadline.
- ✓ Challenging Some Myths On “Correct” Writing.
- ✓ Measuring Clarity.
- ✓ Adding The “Extras” To Gain That Extra Professional Edge.

WHO SHOULD ATTEND ?

- ✓ Senior Executives, Managers, Mid - Managerial and Supervisory Level Staff.

GET 10% OFF OF TOTAL FEES WHEN YOU REGISTER ONLINE

@ WWW.TNDP.COM.MY



Mr. Mike Lim

BA (Hons), Sydney University,
Diploma in Education.

Michael Lim is one of Malaysia’s leading corporate trainers and consultants and is the Principal Consultant of TNDP. He is a certified corporate trainer, having delivered and conducted numerous programs for the past 20 years, both locally and overseas.

Mr Lim has held senior and top managerial positions in various organizations, including the field of human resources as Vice president – Human Resource in Bank Utama and Director, Human Resource Development and Quality Management in SEDC.

He holds an Honours degree in Education and is also a Toast Masters International Speech Contest winner. Mr Lim’s presentations come with practical instructions and demonstration in skills you can use immediately to get better results – with less stress!

REGISTRATION FORM

Total number of participants attending :

Name :

Position :

Name :

Position :

Company :

PSMB Scheme :

SBL SBL-KHAS Non-Contributor

Address :

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Nominating person:

Position :

Phone :

Fax :

E-mail :

Cheque for (\$) enclosed.

To register, fax this form to (82) 411368

INVESTMENTS :

(Business Writing for Executives)

Early Bird Rate : RM780 per person (Paid on or before 27th June 2010)

Normal Rate : RM880 per person

10% Discount of the total fees for 3 people from the same corporation/group

10% Discount of the total fees if you register online at <http://www.tndp.com.my>

All cheques should be crossed and made payable to **Puncak Mahajaya Sdn. Bhd.**

Cancellation :

- Cancellation must be made in writing.
- A prompt refund minus 15% administrative charge for cancellation received at least 2 weeks before the training.
- No refund can be made for cancellation made less than 2 weeks. However, places are transferable.



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