

Improve Your Public Speaking Skills!

Enroll in

The Speechcraft Workshop

Organized by

ITMA (Information Technology Management Association) Toastmasters Club

Over a 4-session workshop, you will:

- ❑ Learn communication skills from experienced Guest Speakers and assigned Mentors
- ❑ Develop competency through a carefully structured series of lectures, reinforced by workshop assignments and practice sessions
- ❑ Become aware of how your body language and gestures can enhance the effectiveness of your message
- ❑ Learn to pay attention to word usage, sentence construction and use of vocal variety in delivering a speech.
- ❑ Learn to captivate audience and deliver prepared speeches with confidence
- ❑ Be evaluated constructively and learn to evaluate other speakers
- ❑ Have lots of fun in discovering your hidden talents, learning new skills, and networking with other professionals!

4-session Workshop Dates & Time

April 17th (2 to 5pm), 24th (9 am to 12 pm)

May 1st & 8th (2 to 5 pm)

Tea Breaks and refreshments provided

Workshop Venue

Training Room, 151 North Buona Vista Road, Phase Z.Ro, Tech Park
Singapore 139347

(Opposite Buona Vista MRT station, parking available within compound)

Register NOW!

Seats are limited and will be allocated on a first come, first served basis. Register by mailing the attached application form and your cheque payment (\$100 for ITMA members and \$120 for non-ITMA members) before 7th April 2004. For further details, please email our Workshop Coordinator, Ms. Sylvia Tan at istsvs@singnet.com.sg or refer to our website at www.itma.org.sg

ITMA Toastmasters Speechcraft Workshop

April 17th and 24th, May 1st & 8th

Registration Application Form

1. For registration, please complete this form.
2. Enclose an “account payee only” crossed cheque for the registration fee (\$100 for ITMA members and \$120 for non-ITMA members), made payable to **ITMA**. Please indicate your name and contact number on reverse of your cheque. Receipts will be issued for payments received.
3. Send your completed registration form and crossed cheque to:
ITMA-TM Speechcraft Workshop
C/o Sylvia Tan
9 Lemon Avenue
Singapore 277809
4. Please note that a full refund will only be made for written cancellations received before 7th April 2004. If the workshop is cancelled for whatever reasons, a full refund will be made. Please include contact details in your registration form.
5. Please include email address for confirmation of your registration.
6. For further details, you may email our workshop coordinator, Sylvia Tan at [**istsvs@singnet.com.sg**](mailto:istsvs@singnet.com.sg)

Name: _____

Job Title: _____

Company: _____

Mailing Address: _____

Phone: (Home) _____ **(Office)** _____ **(Mobile)** _____

Email: _____

ITMA Member (Yes/No): _____

Toastmasters Club Member (if any): _____

Bank & Cheque No.: _____ **Amount: S\$** _____