



SIM II TOASTMASTERS CLUB

Communications for Career Advancement

Having the right knowledge, competencies and experience is only the foundation for a successful career. To achieve career success and advancement, it is imperative that we build upon this foundation by knowing what our target audience need and communicating our ideas and suggestions effectively and coherently to them - be they our subordinates, colleagues, customers, management or our BOSS!

Talk Outline

- Determining our audiences' needs and wants
• Approaches to communicating our ideas and suggestions
• Following through to ensure our audience achieves their objectives

Wong Kok Wah, BBA, ACS / CL is a career counsellor / coach / trainer with a career management consulting firm specialising in career management and job placement for job seekers under the WDA's PMET career management programme.

Date : 24 July (Saturday)
Time : 2 pm - 5 pm (Registration from 1.45 pm and refreshment from 3.15 pm)
Venue : SIM Management House
Fee : \$20 TM II Members \$40 SIM Members \$50 UniSIM Alumni \$60 Non-members

Register by 14 July
SIM Membership Event Pass Applicable

Registration and Payment
Registration is on a first-come, first-served basis. A place will be reserved for you upon receive of your registration. Please inform us in writing of any change in your registration. The full fee will be chargeable if withdrawal is made less than 1 week before commencement. All fees are inclusive of 7% GST.
All cheques/bank drafts should be made payable to 'Singapore Institute of Management', crossed and marked 'A/C payee only', with the activity title indicated on the back. All registration and payment should reach us by the activity registration closing date.
Cancellation: SIM reserves the right to cancel any of the activities due to unforeseen circumstances.



SIM II TOASTMASTERS CLUB

REGISTRATION FORM

You can register online by clicking on the Membership Services Events Calendar at www.sim.edu.sg
Please complete and return this registration form to:
Ms Michelle Tan, Membership Services, SIM Management House, 41 Namly Avenue, Singapore 267616
Tel: 62489450 Fax: 64625751 E-mail: michelletan@sim.edu.sg

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[ ] \$50 Other Toastmasters Clubs Members Club Name: \_\_\_\_\_

Name: Dr/Mr/Ms \_\_\_\_\_ NRIC No.: \_\_\_\_\_
(Name as in NRIC/Passport)

Company Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tel: (O) \_\_\_\_\_ (H) \_\_\_\_\_ (H/P) \_\_\_\_\_ (E-mail) \_\_\_\_\_

Please indicate: [ ] Individual Member [ ] Corporate Member Membership No: \_\_\_\_\_

Payment options:
[ ] Cheque make payable to Singapore Institute of Management for \$ \_\_\_\_\_
Credit Card Type [ ] Visa [ ] Mastercard

Credit Card Number: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_ Expiry Date: \_\_\_\_\_
(As per credit card)

Signature: \_\_\_\_\_ Amount: \$ \_\_\_\_\_
(As per credit card)