
Workshop on Think on Your Feet® for Finance Professionals

20 to 21 March 2012 • 9am to 5pm • Hotel venue to be advised • 14 CPE Hours

Techniques to present ideas with Clarity, Brevity and Impact™

- Have you been asked to summarise a technical report into a 3-min concise and brief verbal update during a meeting?
- Have you been in a situation where you needed to answer important questions on the spot and you were not able to find the right words or the right structure to present it well?
- Have you had problems getting your ideas across to your peers and your superiors in a structured way when it mattered most?

In today's fast-paced business environment characterized by information overload and high opportunity costs for time, getting your ideas across clearly, concisely and persuasively – even if you have little or no time to prepare – is a skill financial professionals can't do without. "Think on Your Feet®" will equip you with these skills that are a must as finance professionals: clarity, brevity and impact in communicating your ideas.

The "Think On Your Feet™" program has achieved worldwide recognition as one of the most original and useful communication workshops taught today. It has been conducted throughout the US, Canada, Australia, New Zealand and Asia. "Think On Your Feet® for Finance Professionals" is a powerful adaptation specially designed for finance professionals who have to communicate financial facts and figures.

"Think On Your Feet® for Finance Professionals" is based on a highly interactive program that teaches the art and science of conveying convincing, confident and memorable ideas. It provides recipes for reasoning to dramatically improve oral communication skills, particularly the ability to handle questions, contribute to meetings and prepare tailored talks.

Benefits and Objectives

As a productivity tool, the techniques save an estimated 50%-90% of preparation time for communicating, some types of reports and memos. The workshop will teach you a simple principle: Clear speaking is clear thinking. By focusing on an individual's ability to think quickly and clearly, "Think On Your Feet™" dramatically improves oral communication skills.

By the end of this program, you will:

- Be clear, convincing and memorable when speaking to management, clients, peers and other stakeholders.
- Be structured when speaking, dealing with difficult questions or when being put in a spot
- Be able to put your thoughts in a clear and structured way to ensure that you make an impact

This workshop is highly interactive and is therefore limited to 20 seats only.
Workshop Materials: Workshop Manual, Learning Aids, Handouts.

Who should attend

- Financial Controllers, Finance Managers, Accountants and Accounting Officers.
- Anyone whose effectiveness depends on reaching others through the spoken word.

(Please note: Non-accounting professionals have also attended previous workshops and their evaluations indicate they have also benefitted from this workshop)



Workshop Leader

Roshini Ganesan is a Senior Practitioner at People Potential in the Business Presentation practice area and has trained communication skills workshop in over 10 countries around the world. Rosh has an MBA (Hons) specialising in Integrated Marketing Communications from Oklahoma City University, USA with an undergraduate degree, B.Sc. (Econ) Joint Honours Degree in Economics & Marketing obtained from the University College of Wales, United Kingdom. She is an active member of Toastmasters International and has represented her former club at a couple of competitions, where she managed to bag the top prize.

Program Outline

- Thinking and Speaking Clearly
- Getting to the Point and Being Remembered
- Outline longer Presentations in Half the time
- Integrating Left and Right Brains for Structured Improvisation
- Organising Information in Chronological Order
- Using Geography and Places As Your Organising Framework
- Dividing Information into Well-Defined Facets or Aspects
- Handling Questions Quickly and Coherently
- How to Broaden or Narrow Your Listener's Perspective
- Analysing Topics in Terms of Two Extremes Leading to a Compromise
- Presenting Proposals, New Products or Services
- Targeting Your Answers to Your Listeners' Core Concerns
- Use 'Bridging' Techniques to Clarify Questions and handle Tough Questions

You will receive a complimentary TOYF manual that contains worksheets, checklists and post-workshop memory aids.

What past participants have said about this workshop:

"Of utmost relevance and very practical, easy to bring concepts back to workplace"

"It is probably the best seminar I have attended"

"Well-paced and structured program, highly recommended for the 'shy' Finance people to overcome the butterflies in their tummies when come to presentation"

"An excellent course for those who need skills to think quickly, presenting and speaking to a group"

"Very good course. Very practical. Like the format where there's lots of exercises and less theories and concepts."

"It's an excellent course for learning how to structure thoughts as the concepts are simple yet very applicable"

"It was enlightening & professionally conducted"

"Tools for unconventional thinking"

"Fun & enjoyable, made presentations seem less formidable"

"Excellent course which stretches your thought process"

"Learn more structured way to present my ideas"

Registration Form

Workshop on Think on Your Feet™ for Finance Professionals

Fees: PwC clients/alumni - S\$895 • Public - S\$965

Please register the following person/s for the workshop on **20 to 21 March 2012**:

1. Name: Mr/Ms/Mdm Designation:
Email: Contact No:
2. Name: Mr/Ms/Mdm Designation:
Email: Contact No:
3. Name: Mr/Ms/Mdm Designation:
Email: Contact No:

Contact Person

Name: Mr/Ms/Mdm Designation:
Company Address:

Email: Contact No.: Fax:

Enclosed is cheque for S\$..... (Cheque no.) made payable to "PricewaterhouseCoopers LLP"

Registration and Payment

Registrations can be done by telefax at (65) 6236 3300 but will only be confirmed upon receipt of payment and registration form. Please mail the registration form and payment to **PricewaterhouseCoopers LLP at 8 Cross Street #17-00 PWC Building Singapore 048424 (Attn: M&C Dept)**. For registration and reservation enquiries, please call Ms Siti or Maimunah at (65) 6236 3957/3 or email us at pwcevent.sg@sg.pwc.com.

In-Company Training

This workshop can be presented on-site at your organisation as an in-house programme. Please call Tony Moore at (65) 6236 3155 for more information or email at anthony.moore@sg.pwc.com.

- Note:
- Fees includes 7% GST, refreshment, lunch and seminar kit
 - Cancellation Policy: If you are unable to attend, a replacement is welcome. For cancellation received in writing at least seven (7) days before the seminar, a full refund will be made. No refund (or full rate will be charged) if a cancellation occurs less than 7 days before the seminar date. Notice of cancellation must be made in writing to us.
 - Certificate of Attendance will be awarded on successful completion of the workshop.
 - The organiser reserves the right to change the venue, date and programme due to circumstances outside our control.