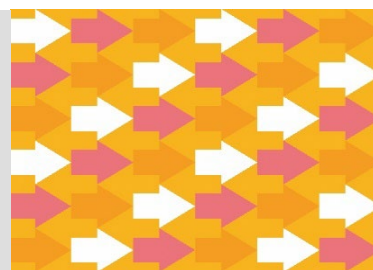




Think on Your Feet® for Finance Professionals



Next runs:

25 – 26 April 2024

18 – 19 July 2024

14 – 15 November 2024

Time:

9am – 5pm

CPE Hours will be accredited.

Venue:

PwC Singapore Office

Objective

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.

Benefits of attending

- 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.

Who should attend?

Financial controllers/managers, internal auditors, consultants, accountants and accounting officers, or anyone whose effectiveness depends on reaching others through the spoken word.

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. It 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.

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



Workshop agenda

- 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 and 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 did past participants say? 👍

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

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

"Fun & enjoyable, made presentations seem less formidable"

"Well-paced and structured program, highly recommended for the 'shy' Finance person to overcome the butterflies in their tummies when it comes to presenting"

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

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

About the workshop leader



Tony Moore
Director

Tony is a Director in PwC's Academy and has over 20 years of experience in facilitating communications skills workshops including Think on Your Feet®. He has facilitated over 400 communications skills workshops across a broad range of industries, including Banking & Finance, Telcos, Manufacturing, Mining & Resources as well as various service companies including the accounting profession.

Tony is one of PwC's leading workshop facilitators and has designed and facilitated workshops successfully in Singapore, Malaysia, Hong Kong, China, Korea, Japan, Vietnam, Indonesia, India, Sri Lanka, Thailand, France, USA, South Africa, Azerbaijan, Dubai, Portugal, United Kingdom, Australia and New Zealand.

How to register

Simply fill in the registration form appended with this brochure or register online by selecting the preferred date in the Training Calendar (www.pwc.com/sg/academy).

For any further queries, please email sg_academy_mailbox@pwc.com

Registration Form - Think on Your Feet® for Finance Professionals

Rates	PwC Clients & Alumni	Public
Early Bird rates*	S\$800.00	S\$990.00
Normal rates	S\$880.00	S\$1,100.00

*Prices stated excludes GST.

*Early Bird rates: To qualify for early bird registration, registration fees must be received one month before the workshop. Registration fees are based on date of payment receipt, not the date of receipt of registration form.

Please register the following person/s for the workshop on:

☐ **25 – 26 April 2024** ☐ **18 – 19 July 2024** ☐ **14 – 15 November 2024**

1.

Name: Mr/Ms/Mdm Designation:

Email: Contact No:
2.

Name: Mr/Ms/Mdm Designation:

Email: Contact No:

Contact Person

Name: Mr/Ms/Mdm Designation:

Company: Address:

Email: Contact No.:

Consent: By submitting the information above, I acknowledge that the personal data disclosed above is accurate and complete, and consent to the following: PwC Data Protection Policy: <https://www.pwc.com/sg/en/site information/data protection policy.html>

Enclosed is cheque for S\$..... (Cheque no.) made payable to "PricewaterhouseCoopers Risk Services Pte Ltd" Kindly indicate the course reference "TOYF24" along with your payment for ease of reference.

Registration and Payment

Registrations will only be confirmed upon receipt of payment and registration form. Please email the scanned copy of your registration form to sg_academy_mailbox@pwc.com and/or mail the registration form and payment to **7 Straits View, Marina One, East Tower, Level 13, Singapore 018936 (Attn: PwC's Academy)**

For registration and enquiries, please email us at sg_academy_mailbox@pwc.com

In-Company Training

This workshop can be presented on-site at your organisations as an in-house programme. For more information and enquiries, please email us at sg_academy_mailbox@pwc.com

Note:

- Payable course fee includes 9% GST, refreshments and seminar kit.
- The seminar will be conducted at a dedicated training room at our office in Marina One or at a venue located near an MRT.
- Certificate of Attendance will be awarded on successful completion of the workshop.
- Continuing Professional Education (CPE) credits will be awarded upon successful completion of the workshop.

Cancellation policy:

Full payment must be made prior to the seminar.

Registered participants will be liable for the full fee even in the event of non-attendance.

Upon receipt of registration, any request for cancellation or a replacement must be confirmed in writing at least **(7) working days** before the seminar and subject to PwC's Academy's approval.

10% administrative fee will be imposed for any cancellation or deferment received less than **(5) working days** before the seminar.

PwC's reserves the right to amend, postpone or cancel the seminar due to unforeseen circumstances.

