

华语现场演示及商谈技能工作坊

Effective Mandarin Presentation and Negotiation Skills

Up to \$250 UTAP
Funding
available!#

TA -TA Hub Campus
PP -City Campus

Course Code: LEMPNS1701

Introduction

A good presentation may make or break a business deal. If you work with the Chinese clients, it is essential to know how to impress and conduct a good Mandarin presentation.

This workshop introduces a systematic approach to prepare an engaging presentation and to equip participant with confidence and skills to conduct negotiations at all levels.

Over the two days, Participants will be equipped with the techniques of making stand-up presentation as well as exploring ways to engage audience in a range of situations.

Participants will also develop and deliver messages across in non-confrontational manner to elicit favorable response.

Course Objectives

After completion of the programme, participants should be able to:

- Comparison between Chinese & English presentations
- The structure of Chinese presentations
- Appropriate language use for effective presentation
- How to manage Q & A sessions
- Strategies apply in Chinese negotiations
- Managing the opening and closing of a negotiation
- Psychological tactics during negotiation
- Formal and informal Chinese communication
- Common sentence structure used in Chinese presentation and many more.....

Who Should Attend

This course is ideal for:

Specially designed for learners working in the financial or accounting sectors and are able to speak and read in Chinese but are not proficient in using Chinese to communicate for business purpose.

Assessment & Certificate

Participants who fulfill at least 75% of attendance for the whole course and pass the end-of-course assessment will be awarded Certificate of Proficiency. Participants who met the minimum attendance but do not pass the assessment will be issued with Certificate of Attendance.

Entry Requirements

Minimum C6 pass in 'O' level Chinese or equivalent.

SCHEDULE

Date:

25th & 26th September 2017 **PP**

Every Monday & Tuesday

9.30am to 5.30pm

5th & 6th October 2017 **TA**

Every Thursday & Friday

9.30am to 5.30pm

Closing Date for Registration:

7 days before class

Commencement

Total Training Hours: 14 hours

Course Fees

S\$560+GST (Member)

S\$610+GST (Non-member)

SCCIOB reserves the right to cancel or postpone the course, change the trainer and venue due to unforeseen circumstances.

Please refer to our website www.sccioob.edu.sg on refund policy.

Up to \$250 Union Training Assistance Programme (UTAP) benefits for NTUC Union Members. For more details visit: <http://skillsupgrade.ntuc.org.sg>

For registration and enquiries

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