

Thursday, April 2, 2020 | Karachi Marriott Hotel

Friday, April 3, 2020 | Faletti's Hotel Lahore

9:00 am to 5:00 pm



COURSE DIRECTOR:

Talha bin Hamid FCA, CIA,
Distinguished Toastmaster

- Head of Internal Audit, The Citizens Foundation
- Former General Manager, Internal Audit, Alkaram Textile Mills (Private) Limited
- Club Growth Director, Toastmasters International Pakistan

COMMUNICATE TO



Effective communication
and presentation skills
for finance professionals

"You cannot over invest in communication skills – written and oral."

Indra Nooyi, Former Global CEO - Pepsi

COURSE OVERVIEW:

Today the world is in a state of unprecedented change. The leader of an organization or a department is responsible for painting a picture of how the change will benefit all. As Warren Buffet stated, "communication mastery is the one investment that supersedes all the others." Finance professionals are subject matter experts with a deep knowledge of finance, micro-and macroeconomics, internal controls, audit, risk, fiscal management, law and best practices – perhaps unparalleled by any other discipline. Then what often stops them from making their mark? Perhaps the chief reason is their inability to convey their expertise effectively. More than others, financial leaders are required to provide clarity, express ideas, and share information with a multitude of audiences and stakeholders – employees, customers, shareholders, partners, and the communities in which we live. Effective communication lets team members know they are valuable, gives them emotional security, and is a significant part of the team bonding process.

This course is designed to show ways to fellow finance/audit/risk/compliance professionals to enhance their communication and presentation skills. It will cover every aspect of professional life and give you that vital advantage of being adept at your profession as well as an amazing communicator. That combination is hard to beat.

WHO SHOULD ATTEND

CFOs, CIAs, finance, compliance, audit professionals, technical experts from other fields such as engineering, medicine. The training will prove beneficial to every one who seeks to improve their communication and presentation skills!

COURSE OBJECTIVES

- Learn ways to continuously develop communication and leadership skills
- Learn to write, speak and present professionally and effectively
- Learn ways to bridge the gap between your knowledge and the audience's appetite
- Learn to be persuasive and positive in every thing that you do
- Build your personal brand through trust, confidence and creativity

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SIMFOTIX
Connect and Grow

COURSE OUTLINE

Introduction

- Active Listening
- Empathy
- Choosing your words in various situations
- Face to face vs phone call vs text vs email

Managing Information

- Scheduling, task management
- Sources of information
- What to discard and what to keep
- What to convey
- Equipping yourself to be a great communicator
- Avoiding stress and staying positive

Conversations and Discussions

- Putting yourself in another's shoes
- Humor
- Vocal variety
- Posture and protocol
- Personal space
- Coaching and advising

Writing Etiquette

- Introduction, body, conclusion
- Vocabulary
- Business communication do's and don'ts
- Follow up

Reports

- Introduction, body, conclusion
- Thoroughness vs crispness
- Executive summary
- Screen vs paper
- Follow up

Online presence (personal and corporate)

- Social media profiles
- Dealing with trolls and criticism
- Building your brand
- Originality of thought
- Corporate online etiquettes

Presentations

- Preparation
- Your needs vs audience needs
- Audience management
- Infrastructure
- Introduction, body, conclusion
- Thoroughness vs crispness
- Using slides and other visual aids
- Using props
- Speed vs understanding

Continuous improvement

- Ways to develop vocabulary
- Ways to develop effective business language
- Debugging your grammar
- Improving your flow and cadence
- Joining a Toastmasters Program
- Improvement in accent and delivery



About Course Director

Talha bin Hamid

FCA, CIA, Distinguished Toastmaster

- Head of Internal Audit, The Citizens Foundation
- Former GM, Internal Audit, Alkaram Textile Mills (Pvt) Ltd
- Club Growth Director, Toastmasters International Pakistan

Toastmaster International teaches public speaking and leadership skills and has helped people from diverse backgrounds become more confident speakers, communicators, and leaders since 1924.

Talha bin Hamid is a professional trainer as well as an accomplished public speaker and a published author. He has been associated with Toastmasters for past three years during which he has completed the DTM certification from Toastmasters International, the highest accolade given by the body.

He has won 3 speech contests and placed on the podium for 3 others, including third place All Karachi Inter Club Speech Contest. He has served as President of two toastmasters clubs, and was recently appointed Club Growth Director for Pakistan by Toastmasters International. Talha also contributes regularly to Aurora, under the auspices of Daily Dawn.

Talha is an experienced finance, audit, and internal control professional who started his career with A.F. Ferguson & Co. (a member firm of the PwC network) in 1997.

TESTIMONIALS

"The training (Present Like A Pro) was very good and covered every part of the presentation. The trainer's delivery style was very satisfactory and lecture content quality was good as well"

Iqbal Mehdi – AVP (Pak Libya)

"Mr. Talha Hamid is a very good trainer his style, gesture and voice is so good. Lecture about topic was well delivered."

Amjad Majeed – Receivable Manager (Tapal Tea)

"The lecture content quality, slides presentation and speaker's delivery style was good. I am overall satisfied with the training"

Kashif Ahmed Siddiqui – CFO (Pak Oman Micro finance bank limited)

"The speaker had Good grip on the topic. The slides of the presentation were good."

Kamran Hussain – Controls Officer (Engro corp. Ltd.)

"His question and answer handling capability was quite good"

Zain-ul-Abidin – Assistant Director (State Bank of Pakistan)

"Talha is a very good speaker, writer, blogger and trainer. He is equipped with analytical skills which is a must for an auditor. He comes up with novel ideas to keep his audience engaged. When you are listening to him, one thing is for sure: you won't get bored."

M. Zaid Kaliya – CFO, Shield Corporation Limited

REGISTRATION DETAILS

Regular Tuition Fee: **Rs. 25,000** per participant

Includes TerraBiz certificate, courseware, lunch, refreshments and business networking.

Group Discount: *10% Discount

on 2 or more nominations from the same organization

***15% Discount** to the members of ICAP, ICMAP, IIA & CFA Society Pakistan

Discounts are mutually exclusive. Last date to avail any discount is Friday, 27 March

For registration(s), send us your

Name, Designation, Organization, Mobile, E-Mail and Postal Address to register@terrabizgroup.com

Further information please call **Mohammed Physal**

Mobile: 0300 213 3849

Phone: (021) 3480 1888 **Email:** register@terrabizgroup.com

Terrabiz Cancellation Policy: For cancellations made in the 7 working days to the workshop, no refunds will be given. Cancellations must be confirmed by email. Substitutions may be made at any time.

On-site & in-house training

Get this course delivered how you want, where you want, when you want – and save up massive amount! If you have 6+ employees seeking training on the same topic,

Talk to Us: **Mohammed Physal** Mobile: 0300 213 3849 Email: physal@terrabizgroup.com