ATCEN
The People Development Expert

PUBLIC WORKSHOP

Mastering Presentation & Public Speaking Skills

Venue : Wyndham Grand Bangsar, Kuala Lumpur

Training materials provided in digital format *(in support of ESG initiative)*



Start a conversation with our AI Assistant

ATCEN AI Assistant

Contact us

info@atcen.com

+603-77282623

+6018-233 0760

ATCEN
The People Development Expert

MASTERING PRESENTATION & PUBLIC SPEAKING SKILLS

Wyndham Grand Bangsar, Kuala Lumpur

Workshop Description

Effective presentation and public speaking go beyond simply delivering information. They involve the ability to communicate ideas clearly, connect with different audiences, simplify complex information and influence understanding, decisions and actions.

This practical and highly interactive workshop is designed to equip professionals with the essential skills to plan, structure, design and deliver engaging presentations and public speeches with greater confidence, credibility and impact.

Participants will learn how to develop compelling messages, apply effective storytelling techniques, engage different audiences and communicate persuasively across various professional settings, from team briefings and project updates to business proposals, management presentations and stakeholder engagements.

The program also explores effective visual communication, data storytelling and the use of AI tools to support presentation preparation, content development and slide improvement. Through practical exercises, individual presentations and constructive feedback, participants will have opportunities to strengthen their presentation techniques and enhance their overall public speaking confidence.

Workshop Learning Objectives

By the end of this workshop, participants will be able to:

- Plan and structure presentations effectively based on purpose, audience, context and desired outcomes.
- Develop clear, concise and compelling messages that communicate key ideas with greater clarity, relevance and impact.
- Apply storytelling techniques to transform information, ideas and complex content into engaging and memorable presentations.
- Demonstrate effective verbal and non-verbal communication techniques to speak with greater confidence, presence and credibility.
- Engage different types of audiences and adapt presentation styles, tone and content to suit various professional situations.
- Apply effective visual communication and data storytelling techniques to simplify information and enhance audience understanding.
- Handle questions, objections and challenging situations with confidence, composure and professionalism.
- Leverage AI tools responsibly to support presentation preparation, refine messaging, generate ideas and improve presentation content and visual materials.

Targeted Participants

- Managers, executives and team leaders who present to management, colleagues and stakeholders.
- Professionals involved in business proposals, reports, project updates and recommendations.
- Sales, marketing and business development professionals seeking to influence clients and stakeholders.
- Customer service and client-facing professionals engaging with customers and external parties.
- Project managers, team coordinators and department representatives conducting meetings and presentations.
- Individuals seeking to overcome public speaking anxiety and improve presentation confidence.

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Training Agenda Overview

Day 1

9:00am – 5:00pm

Module 1: Foundations of High-Impact Presentations

- The Role of Presentation Skills in Professional Success.
- Understanding Audience Dynamics and Expectations at Different Levels.
- The Five Methods of Effective Delivery: Smart, Emotional, Shock/Surprise, Energetic and Humorous.
- Strategies to Overcome Nervousness and Build Confidence When Delivering Presentations to Different Audiences and Stakeholders

Module 2: "It's Not What you Say But What Do They Remember" - Delivering Powerful Content and Great Results in Your Speeches

- Good Speeches Inform, Great Speeches Influence – Information vs. Influential Messages
- Presenting What Matters – Focusing on Audience Needs, Value and Key Messages
- How to Engage, Captivate Attention and Inserting Content into Your Message
- Building the Experience – Mastering the Art of Delivering a Persuasive Pitch in Five Minutes or Less.

Module 3: Using Stories to Engage, Inspire and Move Your Audience

- The Art of Storytelling in Professional Presentations.
- Infusing Emotion, Imagery, And Relatable Scenarios to Connect with The Audience.
- Framing Problems and Solutions in a Way That Aligns with your organization's Strategic Goals.
- Delivering a Powerful Close With a Call-to-Action That Prompts Leadership Decisions.



Day 2

9:00am – 5:00pm

Module 4: Delivery Techniques That Inspire and Motivate

- Customizing Presentation Content for Different Audiences – Concise, Relevant and Impactful.
- Strategies for Managing Time Constraints— Delivering a Persuasive Executive Summary When You Have Limited Time.
- Best Practices for Slide Design and Data Visualization.
- K.I.S.S – Keep It Sweet And Simple
- Communicating Value and Benefits – Making Your Message Relevant and Meaningful to Your Audience.
- Managing Executive-Level Questions and Turning Objections into Opportunities for Further Buy-In.

Module 5: Non-Verbal Mastery for Maximum Influence

- Powerful Presentations - Non-Verbals are Half the Message (Case Study of the GREATS)
- Confidence-Building Techniques Through Posture, Gestures, and Voice Control.
- Reading Audience Reactions and Adjusting Delivery in Real-time.
- Case Studies On Impactful Presentations.

Module 6: AI Augmentation and Applications in Presentation

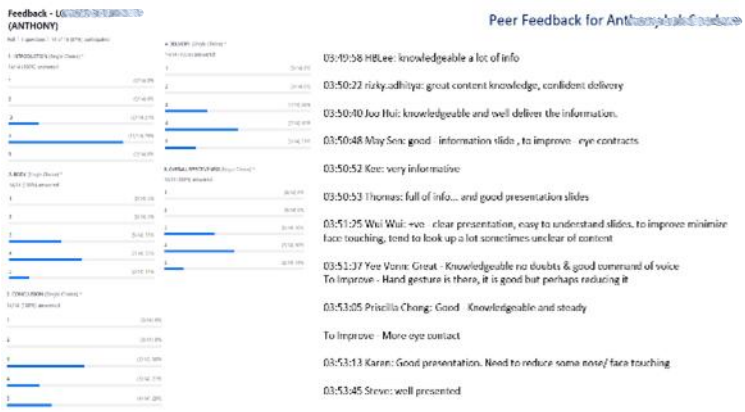
- AI-Powered Audience Research and Analysis
- AI in Presentation Planning and Content Creation
- AI-Powered Slide Development and Visual Communication
- AI in Presentation Delivery Enhancement
- AI in Audience Engagement, Anticipation and Q&A Preparation
- Responsible and Effective Use of AI in Presentations

MASTERING PRESENTATION & PUBLIC SPEAKING SKILLS

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Each participants will get their individual presentation assessment and feedback report after the training.

Feedbacks From Other Participants In The Session



Peer Feedback for Anth

03:49:58 HBLee: knowledgeable a lot of info

03:50:22 rizky.adhitya: great content knowledge, confident delivery

03:50:10 Joo Hui: knowledgeable and well deliver the information.

03:50:48 May Sen: good - information slide , to improve - eye contracts

03:50:52 Kee: very informative

03:50:53 Thomas: full of info... and good presentation slides

03:51:05 Wai Wai: +ve - clear presentation, easy to understand slides. to improve minimize face touching, tend to look up a lot sometimes unclear of content

03:51:37 Yee Vonn: Great - Knowledgeable no doubts & good command of voice
To Improve - Hand gesture is there, it is good but perhaps reducing it

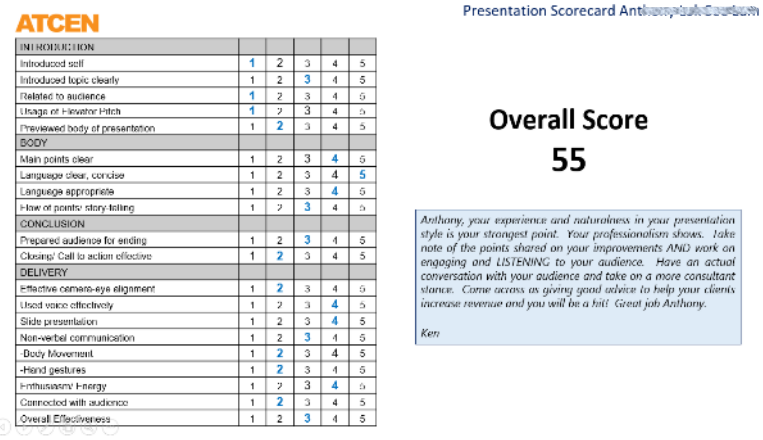
03:53:05 Priscilla Chong: Good - Knowledgeable and steady

To Improve - More eye contact

03:53:13 Karan: Good presentation. Need to reduce some nose/ face touching

03:53:45 Steve: well presented

Presentation Scorecard Result and Summary from Trainer



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Presentation Scorecard Anth

INTRODUCTION					
Introduced self	1	2	3	4	5
Introduced topic clearly	1	2	3	4	5
Related to audience	1	2	3	4	5
Usage of Elevator Pitch	1	2	3	4	5
Previewed body of presentation	1	2	3	4	5
BODY					
Main points clear	1	2	3	4	5
Language clear, concise	1	2	3	4	5
Language appropriate	1	2	3	4	5
Flow of points/ story-telling	1	2	3	4	5
CONCLUSION					
Prepared audience for ending	1	2	3	4	5
Closing/ Call to action effective	1	2	3	4	5
DELIVERY					
Effective camera-eye alignment	1	2	3	4	5
Used voice effectively	1	2	3	4	5
Slide presentation	1	2	3	4	5
Non-verbal communication	1	2	3	4	5
-Body Movement	1	2	3	4	5
-Hand gestures	1	2	3	4	5
Enthusiasm/ Energy	1	2	3	4	5
Connected with audience	1	2	3	4	5
Overall Effectiveness	1	2	3	4	5

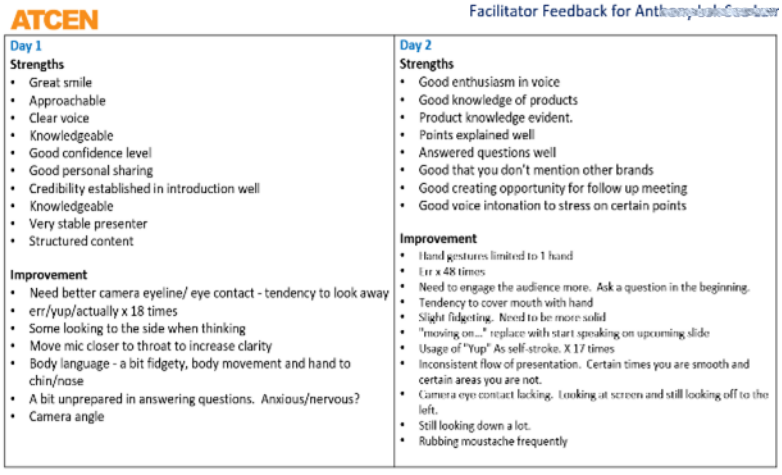
Overall Score

55

Anthony, your experience and naturalness in your presentation style is your strongest point. Your professionalism shows. Take note of the points shared on your improvements AND work on engaging and LISTENING to your audience. Have an actual conversation with your audience and take on a more consultant stance. Come across as giving good advice to help your clients increase revenue and you will be a hit! Great job Anthony.

Ken

Trainer's Feedback on Individual's Presentation Skills During The 2 Days Training



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Facilitator Feedback for Anth

Day 1

Strengths
- Great smile
- Approachable
- Clear voice
- Knowledgeable
- Good confidence level
- Good personal sharing
- Credibility established in introduction well
- Knowledgeable
- Very stable presenter
- Structured content

Improvement
- Need better camera eyeline/ eye contact - tendency to look away
- err/yup/actually x 18 times
- Some looking to the side when thinking
- Move mic closer to throat to increase clarity
- Body language - a bit fidgety, body movement and hand to chin/nose
- A bit unprepared in answering questions. Anxious/nervous?
- Camera angle

Day 2

Strengths
- Good enthusiasm in voice
- Good knowledge of products
- Product knowledge evident.
- Points explained well
- Answered questions well
- Good that you don't mention other brands
- Good creating opportunity for follow up meeting
- Good voice intonation to stress on certain points

Improvement
- Hand gestures limited to 1 hand
- Err x 48 times
- Need to engage the audience more. Ask a question in the beginning.
- Tendency to cover mouth with hand
- Slight fidgeting. Need to be more solid
- "moving on..." replace with start speaking on upcoming slide
- Usage of "Yup" As self-stroke. X 17 times
- Inconsistent flow of presentation. Certain times you are smooth and certain areas you are not.
- Camera eye contact lacking. Looking at screen and still looking off to the left.
- Still looking down a lot.
- Rubbing moustache frequently



Important Remarks

- **Mandatory Participation:** Each participant is expected to deliver a presentation as part of the program.
- **Tailored Coaching:** Our expert trainers adopt an individual coaching approach, customizing their guidance to align with each participant's unique presentation style.
- **Personalized Feedback Reports:** Feedback reports are provided to every participant, offering insights and recommendations for improvement.
- **Collaborative Learning:** Peer feedback sessions encourage collaborative learning, where participants learn from one another's presentations, fostering a rich group learning experience.
- **Holistic Feedback:** Participants receive both quantitative and qualitative feedback, encompassing individual presentation evaluations and facilitator comments, to drive future development and enhance presentation skills.

Training Methodology

Workshop includes
- High-impact short lectures and facilitator-led discussions.
- Experiential learning activities and practical exercises.
- Individual and group presentation practices.
- Audio-visual learning enhancements.
- Case studies, scenarios and analyses.
- Storytelling and presentation demonstrations.
- Peer learning and constructive feedback.
- Instant feedback and coaching from the facilitator.

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SHAILENDRA BALASINGGAM

Certifications on Training:

- HRDCorp Accredited Trainer- HRDCorp
- Certified Associate Coach (CCA)
- llaollao Trainer - SEA
- Certified in WSET Level 1 & 2
- Certified Food & Beverage Manager



Academic and Professional Qualifications:

- E. Master's in Business Management (UMP)
- Advance Diploma in Business Management

Mr. Shailen brings with him over 14 years of hands-on experience in the Hospitality and Food & Beverage industry, where he has developed deep expertise in customer experience, team development, operations, and service quality. His career spans across international hotel chains and retail F&B brands, where he has consistently driven excellence in frontline performance and guest satisfaction.

He is currently serving as a Master Trainer for a global retail brand, where he designs and delivers structured, impactful training programs across Southeast Asia. In this role, he also leads the development of regional trainers, focusing on capability building, coaching, and the consistent execution of brand standards across all markets. Mr. Shailen holds several professional certifications that reflect his commitment to excellence in people development.

He is recognized for his clear, practical, and structured approach to training, translating real operational challenges into actionable, on-the-ground learning experiences. His works are known to be rooted in practicality, ensuring that teams not only learn—but execute—with confidence and consistency.

Mr. Shailen's work focuses on improving customer experience by building team ownership, reinforcing critical service behaviors, and ensuring consistent delivery across all touchpoints. His approach goes beyond training, it builds a culture of excellence that drives lasting performance improvements.

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OUR CLIENTS

AB Mauri
ACSON Malaysia
AEON Credit
Affin Holdings
Agensi Kaunseling & Pengurusan Kredit (AKPK)
Agro Bank
AHAM Asset Management
AIA Group
Air Asia
Airfoil Services
Air Liquide
Air Selangor
Ajinomoto
Al-Futtaim
Al Rajhi Bank
Alam Flora
Alliance Bank
Allianz
Amanah Raya
Amanah Saham Nasional (ASNB)
AmBank
Amcorp
AmGeneral Insurance
Amway
Apex Dental
ASTRO
Atomy
Auto Bavaria
Averis
AXA Group
B Braun Medical Industries
Bacteria Free Water Filter
Baker Hughes Malaysia
Bangkok Bank
Bank Islam
Bank Rakyat
Bank Muamalat
Bank Negara Malaysia
Bank of China
Bank of Maldives
Bank Simpanan Nasional
BASF Petronas Chemicals
Bausch & Lomb
BBDO Asia
BD Agriculture
Berjaya Sompo Insurance
Bermaz Motor Trading
BigPay
Blackhem
BMW Group
Bonuslink
Boustead
Bridgestone
British Council
Brother International
Bursa Malaysia
ByteDance (TikTok)
Canon Marketing
Carlsberg
CCM Pharmaceuticals
Celcom
Cement Industries of Malaysia (CIMA)
Cerebos
Chin Hin Group
Chuan Huat Resources
Chubb Insurance
CIDB
Cigna International Health Services
CIMB Bank
Cisco Systems Malaysia
Citibank Malaysia
ClubMed
Columbia Asia
Continental Tyre PJ Malaysia
Credit Guarantee Corporation
CTOS Data System
Cuckoo
Cycle & Carriage
Daikin Refrigeration Malaysia
Danone Dumex
DayThree
Dagang Net Technologies
Decathlon Malaysia
Dell Asia Pacific
Dhiraaghu Maldives
DHL Group
Digi
DRB-Hicom
DKSH Malaysia
Duopharma
E.H. Utara Holdings
Eastern Pacific Industrial Corporation
Edaran Otomobil Nasional
Edaran Tan Chong Motor
ELK Desa
ELKEN
Entegris
Envo BPO
Eppendorf
Etiqa Insurance
EXACT Malaysia
Exxon Mobil Corporation
F&N Dairies (Malaysia)
Felda Group
Fibertex Personal Care
FireFly
FoodPanda Malaysia
Fuji Xerox Malaysia
Fujitsu Telecommunications
Gamuda
GCH Retail
General Electric
Generali Insurance Malaysia
Gene Martino
Genting Malaysia
Gleneagles Kuala Lumpur
Golden Screen Cinema
GRAB Malaysia
Grand-Flo
Grand Millennium Hotel
Great Eastern
Gucci (Malaysia)
GuocoLand
Habib Jewels
Hai-O Enterprise
Halal Industry Development Corporation
HAVI Logistics
HealthMetrics
Heineken Malaysia
HeiTech Padu
HELP University College
Hilti Asia IT Services
Hitachi eBworx
Honda Malaysia
Honeywell
Hong Leong Group
Hospital Pusrawi
HSBC Bank
Hua Yang
Huawei Technologies
IBM Malaysia
IBPO Group
iFast Service Centre
IJM Corporation
IKEA Malaysia
Infineon Technologies
Inokom Corporation
Institut Jantung Negara
Intel Malaysia
International Medical University
International School of Kuala Lumpur (ISKL)
INTI College
IOI Group Corporation
IPG Mediabrands
Iskandar Investment
Jobstreet Malaysia
Johnson Controls
Johor Corporation
Johor Port
Jotun Paints
Juristech
KDU College
Kementerian Kesihatan Malaysia
Kementerian Pelajaran Malaysia
Kenanga Investment Bank
Kerry Ingredients
Khazanah Nasional
KLK Oleo Group
KPJ Healthcare
KPMG Malaysia
Kumpulan Wang Persaraan (KWAP)
Kumpulan Wang Simpanan Pekerja (KWSP)
Kuwait Finance House
Lee Kum Kee
Lembaga Hasil Dalam Negeri (LHDN)
Lembaga Tabung Angkatan Tentera (LTAT)
Luno
Lexus
llaollao
Maclean Services
Mah Sing Group
Majlis Amanah Rakyat (MARA)
Malakoff Utilities
Malaysia Airlines
Malaysia Airports
Malaysian Life Reinsurance
Malaysian Rubber Council
Malaysian Resources Corporation
Mandarin Oriental Kuala Lumpur
Manpower Staffing Services
Manulife
Mary Kay
Mass Rapid Transit Corporation
Maxis
Maybank Group
Mazars
MBSB Bank
MCIS
MCMC
Measat Broadcast Network Systems
Media Prima
Mercedez-Benz Malaysia
Merchantrade Asia
Mesiniaga
MIDA
Microsoft
MIDF Property
MIMOS
MISC
MIT Insurance Brokers
Mitsubishi Motors
MMC Corporation
MNRB Holdings
Monash University
Mr. D.I.Y
MSIG Insurance
Mydin Mohamed Holdings
MYOB Asia
NAIM
Nanyang Press
Naza TTDI
NEC Corporations of Malaysia
Nestle Products
Nike Sales Malaysia
Nirvana
Nistrans
Nokia
Northport
NS BlueScope
OCBC Bank
OMRON Malaysia
Pacific Mutual Fund
Panasonic
PayNet
PayPal
Pembangunan Sumber Manusia (PSMB)
Penang Port
Penang Skills Development Center (PSDC)
Perkeso
Pernec
Perodua
Petronas
Pfizer
Pharmaniaga
PHHP Marketing
PLUS
Pokka Ace
Polyplastic
Pos Malaysia
PPG Coatings
Prasarana
Primer Kenrich
Prince Court Medical Centre
Prokhas
Prometric Technology
ProMinent Fluid Controls
ProtectHealth Corporation
Proton Holdings
Prudential
PTPTN
Public Bank
QES Group
QSR Brands
Reckitt Benckiser
ResMed
RHB Bank
RHB Insurance
RIA IME
Ricoh
Robert Bosch
Royal Selangor Marketing
Samsung Malaysia
Sanofi-Aventis
Sarawak Energy
Sarawak Information Systems (SAINS)
Sarawak Metro
Schlumberger
Seagate
Securiforce Logistics
Securities Industry Development Corporation
SEGi College
Senheng Electric (KL)
Shangri-La Hotels
Shell
Siemens Group
Silverlake
Sime Darby
SME Bank
SME Corp
Sony EMCS
Sonoco Products
SP Setia
SRG Asia Pacific
Standard Chartered Bank
Star Publication
StemLife
Success Electronics
Sudong (Singtel)
Sumitomo Mitsui Banking Corporation
Sunpower Malaysia Manufacturing
Sunway Group
Suruhanjaya Syarikat Malaysia (SSM)
SWIFT Support Services Malaysia
Symphony BPO
Takaful Ikhlas
Taylor's University
Telecontinent
Tele-Flow
Telekom Malaysia
TGV Cinemas
The Food Purveyor
The Hilton Group
The New Straits Times Press
TIME dotcom
TMC Care
TNB
TNT Worldwide Express
Tokio Marine Insurans
Top Glove
Toshiba
Touch 'n Go
Tourism Malaysia
Toyota
Toyota Capital
Toyota Tsusho
Toyo Tyre
U Mobile
UEM Group
UITM
UKM Group
UMW Group
United Overseas Bank (UOB)
UOA Group
VADS
Vale Malaysia
ViewPoint Research Corporation
Volvo Malaysia
Wasco Berhad
Waterco
Watsons Personal Care Store
Weir Minerals
Western Digital
Wilmar
WISE Payments
Worldline
X-FAB Sarawak
Yeo Hiap Seng (Yeo's)
YTL Corporation
Zakat Selangor
Zenith Media
Zuellig Pharma
Zurich Insurance

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CAPACITY BUILDING

ATCEN provides hands-on capacity building services that assist companies in developing and optimizing their business processes. Our Capacity Building services are divided into three main categories: Organizational Strategy Enhancement, Enterprise Customer Experience and Contact & Customer Interaction Centre. By supporting you on these three categories and their intersection, we can help your company develop your organization's growth and capacity.

Amanah Raya Berhad
(Malaysia's premier trustee company wholly owned by the Government of Malaysia)
Service mindset and Delivery transformation for branches and Contact Centre.

Bank of China
Developed the service behaviours for front line staff in Malaysia and trained BOC Trainers from China on implementation.

Digi Telecommunications
(Mobile service provider in Malaysia)
Service Mindset and Transformation for Front Line and Contact Centre branding. Assist in the development of the SME Business Sales Division.

DHL Express
Process improvement and training development of Customer Interaction Centre.

Employees Provident Fund (KWSP)
(Malaysia's and one of the world's oldest provident funds)
Part of KWSP Transformation Implementation. Managed the People and Mindset Segments of the Project. Been involved since 2010 and ongoing.

interTouch
Improving the CX experience and Contact Centre process for global operations.

Maybank
(Malaysia's largest financial services group and the leading banking group in South East Asia)
Setting up of Maybank Group Contact Centre with Hewlett Packard as the Project Leader.

Bank Rakyat
Consulting, Training and Auditing their new Contact Centre setup.

CIMB
Leading ASEAN universal bank and one of the region's foremost corporate advisors)
Front Line and Contact Centre transformation and roll out Regionally. This was delivered during CIMB group restructuring in 2006-2007.

Dell
Regional trainer for their global customer initiative

Etiqa
(Leading insurance and takaful business in ASEAN. It is part of the Malaysian banking group, Maybank)
Supported the re-branding of Maybank Ageas to ETIQA. Involved in Value and CX immersion of Branches and Contact Centre.

Hong Leong Bank
(Major public listed banking group in Malaysia)
Developed and Trained the Touch CX Spirit in HLB. Involved in numerous CX initiatives across several divisions and overall trained nearly 80% of their total staff-force.

Maxis
(Leading communications service provider in Malaysia)
Upskill and Develop the SME Division employees and partners. Includes digitalisation education of the various platforms as Maxis becomes a technology company. Been involved since 2016 and ongoing.

SP Setia Berhad
Developing and enhancing the CX and interaction process in HQ and Branches.

EMBRACE THE FUTURE WITH ATCEN

AI CERTs® Authorized Training Partner | PLATINUM PARTNER

The world is rapidly changing, and staying ahead requires a commitment to continuous learning. At ATCEN, we've partnered with AI Certs to bridge the skills gap with industry-leading, role-based certifications in AI and blockchain.

Our role-based approach ensures you gain the specific knowledge and expertise needed to thrive in your chosen field, while remaining vendor-agnostic, allowing you to adapt to any technology stack. Our certifications cover both professional and technical roles to ensure your entire organization can meet the demands of the AI revolution.

We champion lifelong learning because we believe empowered employees are the key to:



Building a Smarter Workforce
Ensure your team has the skills to solve complex problems and drive innovation.



Adapting to Change
Stay at the forefront of technological advancements with future-proof certifications.



Driving Growth
Unlock the potential of AI & blockchain to optimize processes and achieve lasting success.

Interested? Contact Adam at adam.aeg@atcen.com or +6018 233 0760

Explore Our 70+ Comprehensive Certifications

AI+ Professional™

Our professional AI certifications are designed for business professionals without technical backgrounds, offering a seamless entry into the world of artificial intelligence.

Here's some of our many AI+ Professional™ program certifications:

AI+ Human Resource™
AI+ Sales™
AI+ Learning & Development™
AI+ Customer Service™
and so much more!

AI+ Technical™

Our technical AI certifications are tailored for technology professionals looking to deepen their expertise and transition into the dynamic field of artificial intelligence.

Here's some of our many AI+ Technical™ program certifications:

AI+ Prompt Engineer™
AI+ Data™
AI+ Business Intelligence™
AI+ Engineer™
and so much more!

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PRACTICAL ENGLISH
E-Learning

Enroll For Our *Practical English*

READ, LISTEN, VOCABULARY & GRAMMAR

Practical English is a digital learning platform with 420 content-rich lessons designed for the working adult.

Introductory price of
RM200/user
for Practical English (112 days access) with every sign up of ATCEN's Public Course!

Reallyenglish

HRD CORP CLAIMABLE

READ, LISTEN, VOCABULARY & GRAMMAR

For 112 days, using the automated competency diagnostic available on Practical English 7, each participant can learn English based on their individual ability from the 420 lessons available.

By completing self study lessons (online), participants can improve their reading, listening, vocabulary and grammar proficiency with our digital learning programs.

Choose this Innovative Learning Program

- All Blended Learning lessons materials (online and classroom) are developed by Reallyenglish.
- Grammar: 119 lessons, Listening: 150 lessons, Reading: 151 lessons. Total 420 lessons.
- Practical English adaptive algorithms customises learning for each learner.
- Continuous assessment in each lesson to measure learner progress.
- Weekly coaching email to motivate.
- Seamless user experience from desktops to mobile devices.
- Easy to determine ROI with completion of lessons that are graded.

Step 1: Complete Grammar, Reading & Listening diagnostic test.

Step 2: From the diagnostic test, the learning system algorithm recommends lessons based on competency level.

Step 3: Start your lessons for 17 weeks (112 days), with 420 graded lessons available.

Step 4: Complete 70 lessons in 112 days and print the Certificate of Completion.



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MASTERING PRESENTATION & PUBLIC SPEAKING SKILLS

Wyndham Grand Bangsar, Kuala Lumpur

Participant 1

Name: (Mr/Ms) _____

Job Title: _____

Email Address: _____

Contact No: _____

IC No: _____

(for HRD Corp grant and examination purpose, if any)

Participant 2

Name: (Mr/Ms) _____

Job Title: _____

Email Address: _____

Contact No: _____

IC No: _____

(for HRD Corp grant and examination purpose, if any)

Participant 3

Name: (Mr/Ms) _____

Job Title: _____

Email Address: _____

Contact No: _____

IC No: _____

(for HRD Corp grant and examination purpose, if any)

Human Resource / Approving Manager

Name: (Mr/Ms) _____ Job Title: _____

Email Address: _____ Contact No: _____

Company Name: _____ Fax: _____

Address: _____

Authorize Signature: _____ Invoice Attention To / Finance Email: _____

Are you using your company's HRD Corp Levy for this training?

☐ Yes ☐ No

Company Chop: _____

Workshop Investment

Please choose your option by ✓ the box below

Classroom Face-to-face (F2F)		
	RM2,000 per pax	RM3,700 for 2 pax RM5,500 for 3 pax
EARLY BIRD SPECIAL	**Early Bird Discount!** Get 15% off for registration before 24 February 2027	
	RM1,700 per pax	

F2F + Practical English eLearning (+RM200/pax) (more info on page *Practical English*)		
	RM2,200 per pax	RM4,100 for 2 pax RM6,100 for 3 pax

HRD Corp Claimable Course

(Inclusive of all online training materials, lunches and tea breaks, e-certificates, examination fees if any, HRD Corp 4% Service Fee and 8% SST)

To register, complete this form:

1. Email form back to sender's email address/ info@atcen.com
2. WhatsApp this form to +6018-233-0760

By Direct Transfer:

Account Name: ATCEN Sdn Bhd

Bank: Public Bank Berhad

Acc No: 3130460034

By Credit Card via PayPal:

(4.2% PayPal transaction fees is applicable)

TERMS & CONDITIONS

1. Upon receipt of a completed registration form, it confirms that the organization is registering for the seat(s) of the participant(s) to attend our programs.
2. Payment is required with registration and must be received prior to the event to guarantee the seat.
3. Payment has to be received 7 working days prior to the event date to confirm registration.
4. Payment is non-refundable if cancellation occurs 7 working days prior to event commencement. However, a substitute is welcome at no additional charges.
5. Walk-in participants with payment will only be admitted on the basis of seat availability at the event and with immediate full payment.
6. The organizer reserves the right to make any amendments and/or changes to the workshop, venue, facilitator replacements and/or modules if warranted by circumstances beyond its control.
7. The certificate of completion will be awarded by ATCEN Sdn. Bhd.
8. The personal information that you provide in this Registration Form and information provided at any other time during the event, can be used by the organizer and related parties to market, advertise and promote our goods and services via various communication mediums. Participants are responsible to advise the organizer if they do not wish to be included in the above.

For Office Use Only

Corporate Sales Consultant:	Invoice Number:	Invoice Date:
_____	_____	_____