



Since 1973

THE INSTITUTE OF
PURCHASING & SUPPLY
OF HONG KONG
香港物資採購與供銷學會

Presentation Skills



IPSHK Executive Workshop Series – 4th Workshop

“HOW TO USE COMMUNICATION SKILLS TO ACHIEVE SUCCESS”

The Workshop Purpose:

Through a half-day interactive workshop to provide the participants practical experiences in the communication skills to achieve success at work by external experts.

Objectives:

To uplift the practical knowledge of executives and managers in the procurement and supply chain professions of IPSHK members and non-members.

Target Audiences:

- Directors / Managers
- Sales Directors / Managers
- Purchasing Directors / Managers
- Operations Directors / Managers
- Human Resources Managers
- Business Administration Managers
- Sourcing Managers
- Supply Manager
- Customer Services Manager
- Executives of other disciplines.

Award of Attendance:

Participants who had successfully attended the Workshop shall be awarded a Certificate of Attendance by IPSHK.

Supporting Organizational:



Member of VTC Group
VTC 機構成員

Training Schedule:

17th March, 2018 (Saturday)

3:00pm ~ 5:30pm

(2.5 hours with 15 minutes break)

Venue:

tail LAB of IVE (Haking Wong)

G/F, 702 Lai Chi Kok Road, Cheung Sha Wan,
Kowloon.

Participation Fee:

Free of charge for IPSHK members

HK\$500 for non-IPSHK members

HK\$300 for CIPS / ISM-HK / HKLA members

** The payment of charge is non-refundable unless the event is cancelled by IPSHK.

Workshop Quota:

Maximum 40 participants

(first-come-first-served, priority would be given to members of IPSHK)

Enrolment:

Interested parties are required to send the Enrolment Form to IPSHK office via email or fax. Email address of IPSHK is admin@ipshk.org, fax number is (852) 2194 5082 or online registration :

<https://goo.gl/forms/D1MdT3JxgUWrMVDk1>

Registration deadline : 9 March 2018

Enquiry:

Ms. Joyce Ho, Administration Officer, IPSHK at (852) 2777 4372

Office Hours: Monday to Friday 09:00 - 13:00



INTERNATIONAL FEDERATION OF PURCHASING & SUPPLY ASSOCIATION

Workshop Rundown on 17th March, 2018:

2:45pm	Registration
3:00 ~ 3:05 pm	Welcome Speech Mr. David LEE Chairman The Institute of Purchasing & Supply of Hong Kong (IPSHK)
3:05 ~ 4:05 pm	How to Respond to Impromptu Questions - the NLP Way Mr. Talis WONG Founder and Director Different Drums Co. Ltd. (DD Center)
4:05 – 4:20 pm	Refreshment break
4:20 ~ 5:20 pm	Communication for Success at Work Mr. Donald YEE 2 nd Place, Inter-District International Speech Contest Finals, Toronto, Canada 2005
5:20 ~ 5:30 pm	Q & A

About the speakers :



Mr. Talis WONG

Founder and Director

Different Drums Co. Ltd. (DD Center)

Mr. Talis WONG is Certified Global Neuro-Linguistic Programming (NLP) Trainer, Distinguished Toastmaster, former Chief Engineer of Civil Engineering & Development Department. Extensive engineering, administrative and management experience over his 30 years civil service, and more than 10 years' experience in training for corporate executives and other staff members, and for secondary and university students.



Mr. Donald YEE

**2nd Place, Inter-District International Speech Contest Finals,
Toronto, Canada 2005**

Mr. Donald YEE is a motivated, personable business professional with more than 20 years' experience as a Project manager, Communications Specialist and Human Resources specialist with a proven track record across a multitude of industries including construction, transportation, electricity, tobacco and arts & culture.