

An aerial photograph of a valley with hot air balloons at sunrise. The landscape is characterized by rolling hills and valleys, with several hot air balloons of various colors (red, white, blue, yellow) floating in the sky. The sun is low on the horizon, creating a warm, golden glow over the scene.

Labuan IBFC - practical ENGLISH

PROGRAMME DESCRIPTION

As the international business language, English is what is commonly used in the financial services industry and what its employees must have a strong grasp on to effectively and accurately accomplish their day-to-day work requirements. This programme has been designed specifically to enhance the language competencies of those working in the financial sector and aid in advancing their effectiveness in the workplace through the proper use of spoken and written communication.

PROGRAMME OUTLINE

Corporate Writing

E-mail

- The 5 Cs of Writing: Clarity, Conciseness, Completeness, Courtesy & Correctness

Report

- Designing Structure
- Selecting Information
- Developing Writing Style

Putting Yourself Across

Questioning Techniques

Providing Feedback

Business Presentation

- Structuring Contents
- Handling Questions

Reading Between the Lines

Skimming and Scanning for Information

Summarising Business and Finance Articles

Troubleshooting

A Grounding in English Grammar: Verbs, Nouns, Adjectives & Adverbs

Variations in Sentence Structures: Simple, Compound & Complex

Common Errors

Saying It Right

Clear Expression through Accurate Pronunciation and Articulation

LEARNING OBJECTIVES

At the end of the programme, participants will be able to:

- Project a more positive and professional image through having raised their standard of oral and written communication
- Communicate ideas fluently and clearly
- Enhance their confidence in using English to manage social and job-related functions
- Reinforce their understanding of key grammar structure

LEARNING LEVEL

Intermediate

WHO SHOULD ATTEND

Trust Officers or designated Trust Officers of Labuan Trust Companies and staff of Labuan IBFC industry

TRAINING METHODOLOGY

Interactive lectures, group activities, games and simulations, videos, role-play and evaluations

ABOUT THE TRAINER

Edwin Soo Kim Seng

Edwin Soo has over 20 years of teaching, training and development experience working and collaborating with financial institutions, insurance companies, educational establishments, hospitality-based organisations and manufacturing companies. He specialises in management development, career enhancement, people skills, wealth management, language and communication; and has conducted training workshops for multinational companies throughout Malaysia and South East Asia.

Edwin has a Bachelor's Degree (Honours) in Teaching English with a distinction in teaching practice and a Master's Degree in Corporate Communication. He is also a certified and registered Financial Planner, a HRDF Certified Trainer and a Certified Trainer in Selling and Creative Thinking Skills. An ardent believer in building experience, enriching lives, he has amassed an extensive understanding of designing, developing and delivering courses in his area of expertise while creating a positive impact on the lives of his participants. To date, Edwin has authored and published 14 books on English and communication used at various universities.

PROGRAMME DETAILS

Duration : 2 Days
Date : 21- 22 October 2019
19 - 20 December 2019
Time : 9:00 am - 5:00 pm
Venue : LFSA, Financial Park Complex,
Labuan

PROGRAMME FEE

MYR
1,500*

The cost of the programme includes refreshments, as well as programme materials for one participant.

**Subject to 6% Service Tax*

ABOUT US

The ASIAN BANKING SCHOOL (ABS) is dedicated to developing talent and is the largest specialised provider of quality banking training programmes in the ASEAN region.

As the industry's preferred partner in learning and development, ABS offers customised and open enrolment training programmes that cover a comprehensive list of banking areas developed by its Specialist Training Consultancy Team or in collaboration with strategic learning partners that includes some of the top business schools in the world. This includes its Executive Education programmes with Cass Business School in London, the University of Cambridge Judge Business School and INSEAD.

ABS also works closely with the Asian Institute of Chartered Bankers in raising competency standards for the industry through the delivery of training workshops related to professional qualifications developed and awarded by the professional body; and is the exclusive training partner for the Chartered Banker Institute in the UK. It plays a significant role in enriching the talent pipeline for the financial services sector through the industry recognised Financial Sector Talent Enrichment Programme (FSTEP) and Graduate Training programmes; and is also responsible for designing, developing and delivering the industry-wide Ethics and AML/CFT programmes.

For enquiries, please contact:

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