


Dear Students,

Thanks so much for your participation for the **Effective Communication for Effective Negotiation Workshop** which will be held on **Wednesday, 10 Dec 2014 at TR +61 from 9am to 5pm.**



The S\$10 deposit will be returned to you on the day of this event. **Please remember to bring your matric card and the official blue receipt.**

EEE Pastoral Care & Career Advisory Office

 6592 2604

From: Quek Hong Choo Joanne **On Behalf Of** EEE - Pastoral Care and Career Advisory Office
Sent: Wednesday, 5 November, 2014 7:29 PM
Subject: PCCA SOFTSKILLS WORKSHOP - Get what you want through Effective Communication For Effective Negotiation in Dec 2014
Importance: High

Dear Students,

Greetings from EEE PCCA Office. You have registered for this workshop but did not submit a deposit of S\$10 to our office, S2-B2a-39. Please do so **by latest next Friday, 14 Nov 2014** thus we can proceed to commence this workshop.

Thank you for your co-operation and understanding.

EEE Pastoral Care & Career Advisory Office



6592 2604

Dear EEE/IEM Undergraduates,

Greetings from EEE. Negotiation is part and parcel of your life be it in School, future work or personal life. It is vitally important tool to be able to communicate your thoughts and ideas effectively, using a variety of tools and medium. You will need to develop and use this skill throughout your entire life. But it is often said that most people do not possess the ability to present themselves of their ideas well, when all that is needed is training, coaching and practice. Communicating effectively is an essential skill necessary for the fast changing environment business and employees are finding themselves in.

Therefore, EEE Pastoral Care and Career Advisory Office is organizing a workshop called **“Get what you want through Effective Communication For Effective Negotiation”**. It costs S\$300 or more per person to attend similar workshops. We are organizing it for FREE just for our students.

The objective of this workshop is as follows:-

- 1) To develop an effective style of speaking in different situations- For Work or Social
- 2) To be able to get what you want through negotiation
- 3) To be able to communicate to people of all levels
- 4) To create a Positive Impression not only in the way you speak but also in your body language.

You will learn the following pointers from this workshop:-

- To identify their existing communication skills
- Different Communication style and approach that suits you
- Power of Influencing
- Stages of Negotiation
- How to develop your Emotional Intelligence
- Importance of non-verbal communication
- You will be divided into groups to do group work, role play and games.

Date: Dec 2014 (Exact date to be confirmed later)

Time: 9am to 5pm – 1 day workshop (Lunch provided)

Venue: To be confirmed

Please pay a deposit of S\$10 per pax to Ms Clara Lee/Lynette Mah at the EEE Pastoral Care and Career Advisory Office, S2-B2a-39. It will be refunded to you when you attend this workshop.

To register for this workshop, please click on this URL Link below and registration will close **on Friday, 10 Oct 2014**:

https://wis.ntu.edu.sg/pls/webexe/REGISTER_NTU.REGISTER?EVENT_ID=OA14100216112967

With Best Regards,
Pastoral Care and Career Advisory Office