



## Speak Up with Confidence in Impromptu Situations

CONNECTION 裝備未來  
TECHNOLOGY 裝備未來  
**FUTURE SKILLS**

This dynamic course enhances professionals' impromptu speaking skills to enable them to articulate their thoughts clearly and speak up confidently in unprepared workplace situations.

Through interactive and practical exercises, participants will be equipped with tactics for navigating spontaneous scenarios like meetings and networking events effectively.

### Duration

3 hours

### Language

Cantonese

### Target

All-levels across different organisations who wants to build a professional presence

## Course Content

**Situations of Speaking Up**

1

**Fear Fight**

2

**Quick Mind**

3

**Smart Words**

4

**Engage with Spontaneity**

5

Elevator speech, corporate events, boardroom meetings, etc.

### Course Outline

- **Applications of Speaking Up in Impromptu Situations**
  - The business needs
  - The challenges
- **Fear Fight**
  - The self-talk inspired by Harvard Business School
  - Managing stress
- **Quick Mind**
  - Attentive listening instead of active listening
  - Priority Pointers
- **Smart Words**
  - Signposting
  - Structure in 3's
- **Engage with Spontaneity**
  - Elevator speech, group discussions, company events, responding to Q&A sessions
  - Practices with feedback from peers and trainer

### About the Trainer – Ms. Tonia Tsui

Serving in luxury conglomerates, Tonia Tsui has spearheaded corporate training and L&D projects in top-notch luxury brands for more than 15 years. Tonia recently completed a leadership certificate program at Harvard Business School in Boston, which inspired her on self-advocacy in leadership roles.

Tonia holds an impressive array of professional qualifications from prestigious institutions such as Worldwide Association of Business Coaches, TTI Success Insights, Corporation of Positive Change, GIA, Condé Nast College of Fashion & Design, and more.



***Overcome Anxiety | Improve Fluency | Respond with Confidence***