

Communicate with Confidence

a Master Class presented by Keep Talking2 presenters,
Neil Minnaar, Jason Sandler & Heidi Hector



Learn to communicate and deliver an effective presentation

- Learn to communicate and speak with the same confidence as a professional.
- Communicate with genuine authenticity
- Learn to speak in front of any size of audience
- Connect with prospective clients more effectively
- Learn additional skills to accentuate any presentation

COMMUNICATE EFFECTIVELY BY DELIVERING A GREAT PRESENTATION

Communication skills are an essential requirement in the workplace today. If you could improve this skill in every single person in your organisation it can result in the transformation of your business and bottom line. With better communication you can reach and convince more customers and stakeholders which will in turn increase your bottom line in the long run.

In this Master Class that runs over two full days, we will teach your team simple and highly effective ways to communicate with confidence. We will focus on four areas of improvement:

- Communicating / Speaking with confidence and genuine authenticity
- Preparing interesting presentations that grab attention and ensure results
- Connect with prospective clients from the moment you address them
- Speak with passion and sincerity– irrespective of their topic!

Imagine how powerful your team can be by mastering these skills and applying it in line with the technical knowledge and strengths they already possess. Your team will gain renewed confidence and the ability to communicate effectively, powerfully, with a greater influence and a sense of purpose.

This highly interactive master class promises to increase your skills in a spontaneous and fun way. Delegates will be required to do practical exercises. There will be ample time to ensure you connect and network with other high-level delegates at the many breaks and social events. We look forward to welcoming you and your team. Enjoy live fun entertainment during the first evening.

BOOK YOUR SEAT TODAY!
COMPLETE THE BOOKING FORM, CALL OUR OFFICE OR
BOOK ON-LINE AT www.masterclasses.co.za

**Stellenbosch /
Somerset West**
20 & 21 Oct 2017

Duration:

Day 1: From 9am - 10pm

Day 2: From 9am - 4pm

Format: Master Class /
workshop. You will craft your
communication skills
during the event.

Cost: R7,500 per person incl.
refreshments, lunch, dinner,
notes, parking and VAT.
Accommodation excluded.

Venue: A Winelands Venue in
Stellenbosch / Somerset West will
be announced depending on
final attendee numbers.

"Neil has one of those voices that you never tire of listening to. He has mastered the art of using his voice as an exceptionally powerful tool. His passion and enthusiasm shines through and this makes his presentations highly inspirational. Neil has attained that level that so many other speakers aspire to reach."

I would have no hesitation in recommending Neil as a speaker.

Craig

Communicate with Confidence

a Master Class presented by Keep Talking2 presenters,
Neil Minnaar, Jason Sandler & Heidi Hector

About the Facilitators



JASON SANDLER

HEIDI HECTOR

NEIL MINNAAR

Jason Sandler

Cape Town born and bred, Jason is educated in the art of leadership and management. He has over 25 years of experience empowering people, having begun his career in the hospitality industry. Jason has trained people in topics ranging from hospitality related subject matter to self - improvement. He has worked personally with both executives and employees of large corporations and institutions as well as a number of sports teams.

He has overcome much adversity in his life having survived a major car accident. He spent 3 months in a coma and 2 years confined to a wheelchair always with the determination that he would one day not be confined to a wheelchair.

Jason is regarded as a speaker who leaves his audience with take home value that has been presented in a humorous manner. He believes that all people, irrespective of the level of education will retain information far better when humour and parables are used to get the messages across. He does this with ease as it comes naturally to him.

Jason has a very diverse background and therefore foundation to his knowledge base. He is a qualified Life Coach, has a diploma in Counselling plus his Masters in Neuro Linguistic Programming, a registered Facilitator, Assessor and Moderator with both Cathseta and ETDP Seta.

Heidi Hector

Heidi Hector is a qualified Social Worker and after practicing as a social worker entered the business world where she gained extensive experience in Call Centre Management and Office Management. Heidi designed and conducted numerous training programs for Call Centre and Office Management staff focusing on sales, customer service and process management. She also worked for one of the biggest banks in the UK where her focus was on training and quality assurance. She also managed a team of agents ensuring excellent service delivery to UK customers.

Heidi joined up with Neil & Jason in March of 2017 in order to collaborate on certain projects. Heidi is the owner of Buzzword Corporate Training which specializes in Microsoft courses and business courses.

Neil Minnaar

Neil was born in Cape Town but spent most of his life in Natal, where he completed his schooling at Durban High School. As a keen sports man, he enjoyed much success on the cricket field having played provincial cricket for both Natal and Transvaal, as well as having coached for many years both in Natal and the Western Cape. Neil was in the Sport Management industry from 1992 to 2015.

His inspirational presentation, "What On Earth Are You Here For?" deals with finding your purpose in life. Neil believes that everyone was born with a dream - however, sadly 80-85% of people never fulfil their dreams. Neil believes this is due to a fear of the "F" word, which he deals with in his talk.

His work in this field took shape after he survived stage four cancer having been diagnosed in 2004 with this debilitating disease. Combine his strong faith, determination to overcome, with his passion and desire to see others unearth their gifts and dreams in order to live fulfilled lives. He is mentor and trainer of programmes on leadership, effective communication, presentations and more. Neil is married to Lynne and have two married daughters.

The Programme

Friday – 20th OCTOBER 2017

- 09h00 - 10h00: Arrival, Registration, Refreshments, Networking
- 10h00 - 10h45: Key Note Presentation "What On Earth Are You Here For?" – Neil Minnaar
- 10h50 - 11h00: Interactive feedback on above – Neil Minnaar
Intro of Jason Sandler – Neil Minnaar
- 11h00 - 11h45: Communication
- 11h45 - 12h00: Tea Break 15mins
Intro of Neil Minnaar – Jason Sandler
- 12h00 - 13h00: Presentation Skills "From Fear to Confident." – Neil Minnaar
- 13h00 - 13h30: Collaborative Team Task - The focus is on communication, strategy, leadership - Jason Sandler
- 13h30 - 14h15: Lunch
- 14h15 - 15h00: Inter Personal Skills & Rapport Building – Heidi Hector
- 15h00 - 15h30: Collaborative Team Tasks – The focus is on communication, strategic leadership - Jason Sandler
- 15h30 - 15h45: Tea Break: 15mins
- 15h45 - 16h15: Collaborative Team Tasks – The focus is on communication, strategy, leadership - Jason Sandler
- 16h30 - 18h30 Attendees to prepare presentations.
Time of socialising interacting
- 19h00 - 22h00: Dinner Proceedings

Saturday 21st OCTOBER 2017

- 9h00 - 9h45: Effective use of Power Point – Correct use of fonts, colour, lay out, where to stand - Jason Sandler
- 9h45 - 10h30: Time Management – It's About Time." – Neil Minnaar & Heidi Hector
- 10h30 - 10h45: Tea Break
- 10h45 - 11h30: Collaborative Team Tasks – The focus is on communication, strategy, leadership - Jason Sandler
- 11h30 - 12h15: Management of Stress/Anxiety - "Never Go Swimming With Cement Shoes On." – Jason Sandler
- 12h15 - 13h15: Lunch
- 13h30 - 16h00: Delivery of presentations by attendees & evaluations by Neil Minnaar & Jason Sandler
Feedback from attendees
- 16h00: Closure / Programme Ends



Organised by:

CADEK Media cc
Tel: 021 854 4700 Fax: 021 854 4703
www.cadek.co.za | info@cadek.co.za

MASTER CLASS BOOKING FORM

Booking Form: Communicate with Confidence

This document serves as a conference booking and binding agreement between CADEK Media (the organiser) and...

SECTION A: Company / Invoice Details

Company Name:			
Postal Address:		Town:	
Postal Code:		VAT Number:	
Tel Number:		Fax Number:	
Contact Person:		Cell Number:	
E-mail address:			

SECTION B: City and Dates *(Choose the city and date where you are attending)*

Cape Town 20 & 21 Oct 2017 – Venue to be announced 7 days prior to event

SECTION C: Delegate details

All amounts include 14% VAT

<i>Delegate Name & Surname</i>	<i>Cost per delegate</i>	<i>Number of Delegates</i>	<i>Total Amount</i>
1.	R 7,500.00	X 1	R
2.	R 7,500.00		R
3.	R 7,500.00		R
4.	R 7,500.00		R
5.	R 7,500.00		R
6.	R 7,500.00		R
7.	R 7,500.00		R
8.	R 7,500.00		R

SECTION D: TOTAL

Bank details: Account name: CADEK Media STANDARD BANK, Helderberg, Branch Code: 033012 Acc no. 072 473 436	Total	R
---	--------------	----------

SECTION E: Declaration, Terms & Conditions

I am authorised to make this booking on behalf of my company and understand that we are liable for payment of this order as indicated above. 1. Payment must reach the organiser within 48 hours of the booking and before the event. 2. Cancellation fees are 50% of total booking value 3. The organisers reserve the right to postpone or cancel any advertised event/conference in which case all delegates will be fully refunded. 4. The organiser reserves the right to make venue changes within cities as necessary due to capacity and will advise all delegates at least 72 hours prior to the event of any such changes.

Signed at _____ On this _____ day of _____ 20__

Client Name

Signature

PLEASE FAX YOUR BOOKING TO: 021 854 4703 or 086 295 4495

Form Ref: CM