

# Voice Mastery

workshop



23 Mar 2012

9am – 5pm

Holiday Inn Singapore



*Infusing Life and Deeper Meaning to Words*

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RATING

“Words mean more than what is set down on paper.  
It takes the human voice to infuse them with shades  
of deeper meaning”  
... Maya Angelou

### OVERVIEW

Just as our eyes are attracted to all things beautiful, our ears are drawn to great sounds and voices. Those of us who watched the American Idol can surely recall those times when we get mesmerized by a great voice or is put-off by bad singing.

The same is true when we speak to a group of people. They came to listen and learn something but will start to shut down the moment an uninteresting and monotonous voice appears. It doesn't matter to your audience how long you have spent preparing or how important those messages are, their minds will start to drift and you lose them. Your power to ignite your audience's imagination or interest is completely lost and you have failed to achieve your goals.

So it's not surprising that many experienced presenters are often disappointed at the response from their audience despite having crafted a 'perfect' presentation document and script. *The words looked wonderful on paper and appear convincing but why was the audience found lacking in enthusiasm? Why was your message lacking impact and power as appeared in your written script?*

Voice projection is more than just volume. Presentations are not like ordinary face-to-face conversations and require a different set of skills. *A presenter is likened to an actor on stage with the presentation document as the script. Success is highly dependant on his or her ability to use words, voice, body language and visuals to captivate the audience's attention.*

This workshop focuses on how presenters can use their hidden voice power to articulate their well prepared presentation. *Actor, trainer, coach and speaker Mr. Bob Feldman, who has presented throughout the US, Europe and Asia, will facilitate this exciting workshop*

### KEY BENEFITS:

You Will Learn How To:

- TURN a weak voice into one that is attractive, clear, rich, warm, persuasive and powerful.
- INCREASE your confidence.
- ENGAGE your audience at a deeper level.
- ARTICULATE more convincingly, authoritatively and persuasively.
- REGULATE your speed of delivery.
- IMPART clarity in your diction and pronunciation.
- DEVELOP a dynamic voice that draws attention.
- CREATE an excellent impression.
- ENHANCE credibility and believability.
- CONTROL nerves.
- COMMAND audience interest through effective use of the microphone.
- STOP the bad habits that interfere with good vocal production.
- RECEIVE constructive feedback.

### WHO SHOULD ATTEND

This workshop is for all who conduct presentations and those who recognize that a strong, confident, and clear voice will greatly improve your chances of success. It is also for those who believe that their presentations should be delivered with the vocal power the audience deserves.

### BRIEF PROGRAM OUTLINE

This one-day workshop is designed to get your voice heard in meetings, giving dynamic presentations, telephone conversations or being more influential in your social or business environment. Your voice plays an essential role in commanding the attention of your listeners.

The following topics will be covered:

1. Vocal Awareness
  - Voice evaluation
  - Essential elements of vocal expression
  - Habits and variety
  - Verbal viruses
2. Vocal Expression
  - The relaxed state for confident vocal expression
  - Breathing: the foundation of vocal performance
  - Vocal vitality
  - Rate of speech and the importance of pauses
  - Pitch and tone
  - Articulation and clarity
3. Engaging the Audience and Using the Microphone
  - Emotion, empathy and presence
  - Dealing with nervousness and anxiety
  - Projecting your image
  - Credibility and confidence
  - Speaking with a microphone
  - Using the microphone to your advantage
  - Sound checks and space arrangements
4. Vocal Effectiveness
  - Overcoming vocal weaknesses
  - Care of the voice
  - Warm-up exercises and performance rituals
  - Presenting your authentic image
  - Review and wrap-up

### ABOUT YOUR TRAINER



For over 15 years, **Mr. Bob Feldman** was an actor, director, teacher and trainer with the United Mime Workers theatre company - an internationally acclaimed professional theatre group. His outstanding work brought him numerous awards for facilitating creative communication skills programs.

Mr. Bob Feldman holds a Bachelor's degree in Movement, Psychology and Education and a Masters Degree in Adult and Continuing Education from the University of Illinois.

His clear and connecting American voice has been used for voiceovers for corporate programs, commercials, educational tools and narrations.

He has taught acting skills at leading colleges and theatre schools in the US, Germany and Singapore as well as leading trainings in Sri Lanka, Indonesia, Malaysia, Thailand, Vietnam, the Philippines, Australia, China and India.

His client list includes:-

- Audi Singapore
- Baker and Mackenzie
- Bentley Motors Limited
- Citibank
- Club Med
- Credit Suisse
- Deloitte and Touche
- Development Bank of Singapore
- Great Eastern Life
- HSBC Insurance
- Johnson and Johnson
- Lucasfilm Animation
- Ministry of Education
- Ministry of Health
- Ministry of Manpower
- Munich Reinsurance Company
- Nanyang Technological University
- National Environment Agency
- National University Hospital
- National University of Singapore
- Overseas Chinese Banking Corporation
- Singapore Immigration & Checkpoints Authority

### TESTIMONIALS

"Thanks, Bob, for bringing us through the course. You have a very warm voice and have been very encouraging. Thank you!!"

*...Senior Manager, Singapore Workforce Development Agency*

"Never a dull moment. During the workshop, Bob was attentive and had address to my weakness. I'll definitely recommend this workshop to my peers. Thumbs up!"

*...Executive, Singapore Workforce Development Agency*

"What I've benefited are the exercises in volume, clarity, tone, warm-up, peer evaluation was done in a friendly manner. Bob is very engaging and caring and a competent trainer."

*...Anonymous*

"Everybody has a nice voice. Although most of us do not know one another, the lecturer allows everybody to warm up very fast to do simple exercises together."

*...Senior Assistant Director, Ministry of the Environment and Water Resources*

"Thank you for the effective feedback given during our individual speeches!"

*...Anonymous*

"Bob, you have been a great trainer. Thank you for an enjoyable workshop."

*...Academy Staff, Republic Polytechnic*

"Knowledgeable and interesting workshop."

*...Lecturer, Nanyang Polytechnic*

"Exercises to improve vocal expressions are useful. Exercises / activities after lunch break were interesting."

*...Trainer, Singapore Police Force*

"This is very useful! It helps me to know my strength and weakness in presenting and work on them."

*...Manager, Singapore Prison Service*

"...Bob as a trainer is very good in imparting all the skills across to the class. There were lots of participation and he is able to capture our attention as well as "bring out" our responses"

*...SSO, Land Transport Authority*

"Lecturer is an experienced, knowledgeable and dynamic speaker..."

*...Costal Sea Command, Immigration and Checkpoints Authority*

"Bob is a very good/responsible trainer. He makes use of every minute to impart knowledge to class."

*...Registry of Companies and Businesses*

"Very lively trainer and well-thought examples and demonstrations..."

*...Senior Executive, National University of Singapore*

"The use of exercise / assignments to reinforce learning points was very useful. The critical evaluation helps immensely as well!"

*...Assistant Director, Ministry of the Environment and Water Resources*

"The trainer is simply marvelous. He is cheerful, helpful and knowledgeable. I certainly will recommend friends and colleagues to join his class."

*...Legal Aid Bureau, Ministry of Law*

"Great exercises and activities to help us better our voices. I didn't know about them before this!"

*...Anonymous*

Workshop Registration Form  
**Voice Mastery**

23 March 2012 • 9am to 5pm • Holiday Inn Singapore, Orchard City Centre

Enquiries, please contact: **Anna Oh**  
 Tel: +(65) 6100 0621 ♦ Hp: 9119 2176  
 anna@maitrealianz.com ♦ www.maitrealianz.com

QTY	WORKSHOP (Price Per Person)	Total Price
	Normal: S\$ 837.90	S\$
	Early Bird: S\$ 732.90 (by 21 Feb 12)	S\$
	Group of 3: S\$ 698.25	S\$
	Total	S\$

**DELEGATE 1**

Name: Mr / Mrs / Ms / Dr

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dept: \_\_\_\_\_

**DELEGATE 2**

Name: Mr / Mrs / Ms / Dr

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dept: \_\_\_\_\_

**DELEGATE 3**

Name: Mr / Mrs / Ms / Dr

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dept: \_\_\_\_\_

**CONTACT PERSON**

Name: Mr / Mrs / Ms / Dr

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dept: \_\_\_\_\_

Organization: \_\_\_\_\_

Street: \_\_\_\_\_ Unit: \_\_\_\_\_

Building: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**PAYMENT TERMS**

CHEQUE: make payable to  
Maitre Allianz Pte Ltd

Bank Transfer: Maitre Allianz Pte Ltd  
 UOB, Rochor Road Branch  
 Account No: 147-3020-918

♦ All prices indicated are in Singapore Dollars  
 ♦ Payment must be made in Singapore Dollars  
 ♦ Payment is required within 5 working days on receipt of invoice  
 ♦ Bookings received within 10 working days before event – cash payment only

**CANCELLATION, NO-SHOW, POSTPONEMENT, SUBSTITUTION and PERSONAL DETAILS POLICY**

Substitution is allowed at any time. Full amount is due for cancellation received less than 14 days prior to event or No-Show. Cancellation must be made in writing. Refund may be allowed for cancellation received more than fourteen (14) days prior to event. Credits are given to those who need to defer their participation. Only one (1) deferment is allowed. If we cancel or postponed an event, 100% credit will be given to all who have paid. All credits are valid for twelve (12) months only. We shall assume no liability whatsoever if this event is altered, rescheduled, postponed or canceled due to a fortuitous event, unforeseen occurrence, or any other event that renders performance of this event inadvisable, illegal, impractical or impossible. For purpose of this clause, a fortuitous event shall include but not limited to: an Act of God; governmental restrictions and /or regulations; war or apparent act of war; terrorism or apparent act of terrorism; disaster; civil disorder, disturbance and/or riots; curtailment, suspension, and/or restriction on transport facilities / means of transportation; health epidemic and any other emergencies.

YOUR DETAILS: We fully respect privacy & confidentiality of personal information. We DO NOT sell database nor allow access to any 3<sup>rd</sup> party such information. All details required for registration are mandatory. If you spot an error, kindly notify us by calling +(65) 6100 0621 or email : [anna@maitrealianz.com](mailto:anna@maitrealianz.com)

SPEAKER CHANGES: Speakers and topics were confirmed at the time of publishing, however, circumstances beyond the control of the organizers may necessitate substitution, alterations or cancellation of the speakers and/or topics. As such, we reserve the right to alter or modify the advertised speakers and/or topics if necessary. Any substitution or alteration will be reflected in our web page as soon as possible. All delegates or their representative will also be notified.

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Signature / Date

Organized by: Maitre Allianz Pte Ltd

**NOTE:** If you did not receive our email confirmation 1 week before the date of workshop, kindly call 9119 2176