

Register 2 or more participants and enjoy special discounted rate!

Why You Should Attend This Course:

"Information overload", "clutter" - you have heard it all before. A typical "preferred employer" can garner as many as two hundred replies for a single "marketing executive" position advertisement. And from as far away as Russia.

So how do you make your resume stand out from the crowd? How do you make sure that your resume gets the proper attention?

In this three-hour clinic, we will show you how. To maximize the investment of your time, bring along a copy of your latest, updated resume and have experts critique it.

Learning Outcome:

By the end of the three hours, YOU will:

- Learn from HR Specialists on what they look for when they screen resumes
- Find out what typical errors and mistakes to avoid in preparing your resume
- Learn ways to get your resume to the HR People

Course Outline:

- Main parts of a resume
- Critical information to include in resumes
- Tips and tricks to enhance resumes
- Common mistakes and errors in resume preparation

Who Can Benefit?

Anyone out there in the midst of career transition or thinking about it.

Trainers' Profile

First Co-Facilitator

The first co-facilitator is Mr **Chan Lai Huat** (MSc HRM, GDPM, DTD, DipMech). He has been in the area of human resources management and consulting for over 20 years. Working for both medium to large local international companies as well as German, American, French and Italian MNCs, he will bring his large repertoire of human resource management knowledge and skills to this course. He currently runs his own practice specialising in organisational effectiveness, talent pool development, training and development, as well as human resource and organisational management systems.

Lai Huat is a certified Management Trainer as well as certified (Atlanta, USA) Performance Management Consultant in the "CRI™" methodology.

He is also a member of the U.S.A Washington based, Requisite Organisation International Institute (ROI™) as well as U.S.A, Nevada based, The Sierra Institute.

Among the organisations that Lai Huat has conducted training for are the MOM, the Singapore Police Force; chemical processing, steel manufacturing and high technology electronic machine tool and components fabricating and trading companies.

Meanwhile, his corporate experience includes stints in semiconductor and contract manufacturing, industrial equipment trading, training, consultancy, consumer healthcare, pharmaceutical, retail, wholesale and IT industries.

Second Co-Facilitator

The second co-facilitator is Ms **Felina Chua** (MHRM, GDPM, ADP, DCpt). Felina led the HR functions for Lexis-Nexis, MTV and Whirlpool. Throughout her more than 20 years of corporate HR career, she had been instrumental in organizational change and restructuring as well as mergers and acquisitions.

Felina is also consistently recognized by the organizations she worked in as someone who is able to energise the firm through the use of appropriate OD techniques, interventions, systems and processes that result in cultural re-invigoration and high performances (something critical post re-organisations and mergers). She is also highly valued for her model of high-contact, high touch approach to Human Resources/Relations Management. She is able to be strategic and yet tactical and operational when the needs arises. Able to communicate effectively in English and Mandarin, she also empathises well with the different levels of the organizational hierarchy.

Throughout, she engaged actively with the Sales and Marketing functions to deploy sales incentive packages that address the peculiar needs of the various markets.

Date: 24 July 2008	
Time: 6.30pm – 9.30pm	
Venue: 99B Amoy Street	
Course Fee:	
Regular fee:	\$65 each
Discounted fee:	\$50 each (for 2 pax & above)
Current MIS students:	\$35 each
<ul style="list-style-type: none"> ▪ Excludes GST ▪ Light refreshments will be provided ▪ MIS Members enjoy 10% discount 	

FOR LEARNING AND DEVELOPMENT CONSULTANCY AND PROGRAMME SERVICE ENQUIRIES:

Web: www.mis.org.sg

Email: seminars@mis.org.sg

Tel: 6327 7580/81/82/86

Fax: 6327 9741

REGISTRATION FORM



PERSONAL DEVELOPMENT PROGRAMMES

Please fax completed form to 6327 9741 or
call us at 6327 7580/81/86 to register

Register for 2 participants
or more and enjoy *special
discounted rate! (\$50 per pax)

“SHOUT” With Your Resume
24 July 2008, 6.30pm to 9.30pm

Regular Fee - \$65 Discounted Fee (for 2 pax & above) - \$50 MIS Members - \$58.50 Current MIS Students - \$35
(Fee subject to 7% GST charge) Includes light refreshments

Participant(s) Name	Designation	E-mail	Contact No.	Fee
1)				
2)				
3)				
4)				
5)				
Sub-Total				
GST				
Total Amount Payable (including GST)				
Company (if applicable):				
<input type="checkbox"/> Member (MIS Membership No):		<input type="checkbox"/> Non-Member		
Address:				
Contact Person:		Designation:		
Tel:		Fax:		
E-mail:				

Administrative Details

Registration & Payment

A place will be reserved for you upon receipt of your registration. A confirmation will be sent to you via email 1 week before course commencement. Please send your payment to us when you receive our invoice. All cheques should be crossed and made payable to "Marketing Institute of Singapore Training Centre" with the invoice no. indicated at the back of the cheque.

Marketing Institute Members' Discount

Corporate and Individual Members of the Marketing Institute will be entitled to a 10% discount on all Personal Development Programmes. For membership enquiries, please email: membership@mis.org.sg

Group Discount

Enjoy special discounted rate at \$50 per pax when you sign up for 2 or more people!

Course Venue

All personal development courses will be held at 99B Amoy Street, Singapore 069919 unless otherwise stated.

Withdrawals

There will be no cancellation fee if notice of withdrawal is given 7 days before commencement of course, after which a cancellation fee of 25% of the course fee will be levied. The full fee will be charged for withdrawal or no-show on the course commencement date. Replacements from the same company are allowed.

Cancellation

Marketing Institute of Singapore Training Centre reserves the right to change or cancel the training course due to unforeseen circumstances.

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