

19th Annual Executives' Summit 2021

TUESDAY 19TH OCTOBER 2021, 8:15AM TO 5:15PM
SWISSOTEL THE STAMFORD, SINGAPORE

ACHIEVING ADMINISTRATIVE EXCELLENCE

The 19th Annual Executives' Summit organised by Fortress Intelligence is one of Singapore's special learning events for executives, secretaries and administrative professionals. The event is a celebration to recognise and honour professionals who exists in all businesses. Previously, the event was held during Administrative Professionals week in the month of April. Due to the effects of the pandemic, this year, it is to be held safely in October when vaccinations will be underway and with better public confidence we look forward to a great occasion.

This one-day summit features veteran trainers who are at the forefront of their chosen fields of expertise. Participants will understand and learn what it takes to be a Super Performer at work and in their personal lives. The event will also discuss work challenges

JOIN THE STAR PERFORMERS!

- Importance of Personal Branding
- A Powerful and Dynamic Brand Just for You
- Increase Happiness Level Through Service

- Better Anger Management
- Manage Difficult Colleagues Effectively
- Secret to Influencing Others

- Learn the Science of Body Talk
- Overcome Barriers in Negative Communication
- Bonus Talk on Health & Cancers

HIGHLIGHTS



LEARNING NEVER EXHAUSTS THE MIND

LEONARDO DA VINCI



**BOOK NOW
FOR A SPECIAL
GROUP PRICE!**



CAROLINE JOSEPHINE DAWSON

Caroline Josephine Dawson is a corporate trainer with Fortress Intelligence. Formally trained in journalism, she is a Corporate Trainer/Facilitator, Keynote Speaker and a Learning & Development Consultant. She holds a Master of Arts in Mass Communication from NTU (Singapore) and has attained the Diploma in Teaching English to Speakers of Other Languages (TESOL) certification through the London Teacher Training College. She also teaches English as a foreign language. Caroline is an MBTI®, DISC Accredited Administrator, Enneagram and Lumina Spark/Emotion practitioner. As an ACTA certified WSQ trainer, she has worked with the Workforce Development Agency of Singapore to develop training content for the Employability Skills System. She is currently pursuing her Doctorate in Business Administration at the University of Teesside (UK).

Your 'Brand' Counts

- Understand why branding matters to you
- Discover what makes a brand unforgettable and attractive
- Understand how a personal brand contributes to your success
- Learn how to create a personal brand that differentiates "You"
- Learn how to share your brand story



JAMES SURESH

James Suresh is a corporate trainer with Fortress Intelligence, a PR consultant and bestselling author. The co-creator of Singapore's comic icon 'Mr. Kiasu', he has also co-written a series of comic books and authored books on his military career. James specialises in Emotional Intelligence, Stress Management and Motivation and he is a certified EQ trainer with 'Six Seconds Inc' as well as a certified FISH philosophy trainer. An accredited PR Practitioner and a NIE certified teacher, James is also an NLP practitioner. He co-developed the motivational programme, HEART which emphasizes the importance of creating a fun work environment to boost productivity and enhance the work environment.

5 Steps to Increasing Your Happiness Level

- Identify causes of anger, disappointment and distress
- Alternative ways of interpreting unhappy events
- Distractor activities that promote happiness
- Seeking happiness through service to others



SHAREEF JAFFAS PBS (POLIS)

Shareef Jaffar is a corporate trainer with Fortress Intelligence and an international management and training consultant with more than 35 years of experience. He has worked in senior General Management positions for local and international companies in the hospitality and human resource development sector. He specialises in training design and has worked as a contracted consultant for a number of MNC's, NGO's and Government Agencies. Shareef holds professional certifications in Strategic Planning, Marketing, Business Administration, Administrative Management, International Advertising & Communications, Quality Management and Training & Development.

Winning Others Over with Influential Communication

- The dynamics of persuasion
- Do men and woman defer in their communication experiences?
- Overcoming barriers (Solutions and strategies)
- Influencing others (Influence tactics)
- Dealing with difficult colleagues
- Think positive and believe in yourself
- What to do when things go wrong



DR AKHIL CHOPRA

MBBS (Delhi) – American Board Certified (Int Med) – American Board Certified (Hematology) – American Board Certified (Med Oncology)

Before joining OncoCare Cancer Centre at Mount Elizabeth Hospital, Singapore, Dr Akhil Chopra was a Senior Consultant in Medical Oncology at Johns Hopkins Singapore, Tan Tock Seng Hospital and Adjunct Associate Professor at Lee Kong Chian School of Medicine. He is American Board Certified in Internal Medicine, Hematology and Medical Oncology. Dr Chopra is vastly experienced in treating multiple cancer types including lung cancer, breast cancer, cancers of stomach, colon, rectum, liver, prostate, kidney, testicular and the bladder, gynaecological cancers such as ovarian and uterine/cervical cancers; as well as lymphomas and chronic leukaemia's/multiple myeloma. He also has experience in treating more rare cancers like sarcoma and neuroendocrine tumors.

“CANCER” the Dreaded Modern Scourge

- What is cancer?
- The history of cancer and mankind
- The diagnosis of cancer
- The treatment of cancer
- The prevention of cancer



MANJIT K CHRISTOPHER

Manjit is a trainer and consultant with Fortress Intelligence with more than 30 years' of experience. She specialises in People Profiling and Personality Enhancement and has mastered in the area of Understanding People and Getting Along With People. Manjit specialises in Image and Personality Enhancement. She is actively involved in seminars and workshops for Social Development Services and Social Development Unit. She is an expert on how to make yourself attractive for the opposite sex, finding the right partner, and getting along with your partner. This area of her training expertise focuses on relationships and how to maintain them.

Speak from the Heart - Manjit

- The impact of facial expressions
- Acknowledging while listening
- The power of your torso positioning
- Knowing how to recognise personality types





Tan Sinye

Admin Executive, MINDEF

“Awesome experience with Fortress Intelligence. Enjoyed myself at the event. Will practice what I have learnt at the Summit”

Kate Lee

Assistant Manager / PA, SIMTech

“The Summit exceeds my expectation with well created content and it is very entertaining. To the organisers, Fortress Intelligence, you have my special 'Likes'!”

Betty Wong

PA, Ministry of Trade & Industry

“I'm satisfied with Fortress Intelligence Summit. Topics cover varied interesting subjects which are delivered very well by qualified speakers”

Rejiny Das
Senior Executive,
Singapore General Hospital

“Most definitely!!! Experienced & knowledgeable speakers! A big thank you to Fortress Intelligence for organising an excellent event!!”

Jennifer Tan
Senior Secretary, Dimension Data
Asia Pacific Pte Ltd

“Enjoyable event with various topics that are relevant to us every year. Always feels great attending this and to be out of office a day to attend”

Florence Lee En Lew
PA, Ministry of Transport

“Very beneficial and encouraging - applicable to my everyday work duties“



Faridah Gulam
Admin Executive,
Land Transport Authority

“It is a good Summit. Learnt a lot from the speakers”

Vasantahra
Principal Project Admin Executive,
Land Transport Authority

“All topics covered were relevant to our work”

Diana Zhuo
Office Manager, IPSOS

“Topics were relevant and helpful and easily applicable to work”



REGISTRATION

SUMMIT FEE **S\$ 636.65**
ALL FEES INCLUDE 7% GST, DOCUMENTATION, REFRESHMENTS & LUNCH
GROUP REGISTRATIONS OF 5 WILL RECEIVE 1 FREE TICKET!

PLEASE CONFIRM _____ SEAT/S FOR '19TH ANNUAL EXECUTIVES' SUMMIT' ON 19TH OCTOBER 2021

1	SALUTATION	GIVEN NAME	SURNAME	
	JOB TITLE	DID	MOBILE	EMAIL
2	SALUTATION	GIVEN NAME	SURNAME	
	JOB TITLE	DID	MOBILE	EMAIL
3	SALUTATION	GIVEN NAME	SURNAME	
	JOB TITLE	DID	MOBILE	EMAIL
4	SALUTATION	GIVEN NAME	SURNAME	
	JOB TITLE	DID	MOBILE	EMAIL

CONTACT PERSON	NAME	JOB TITLE		
TEL	FAX	MOBILE	EMAIL	
COMPANY				
MAILING ADDRESS				
NATURE OF BUSINESS				

BUSINESS LOCATION/FOCUS

CHINA INDIA VIETNAM CAMBODIA LAOS MYANMAR MALAYSIA INDONESIA THAILAND JAPAN
KOREA HONG KONG AUSTRALIA EUROPE AFRICA PHILIPPINES OTHERS _____

HOW DID YOU HEAR ABOUT THIS EVENT?

EMAIL FAX PHONE CALL PAST EVENTS DIRECT MAIL OTHERS _____

CANCELLATION & REFUND POLICY

Written notice of cancellation must be received 10 working days prior to an event and must be acknowledged by Fortress Intelligence. For cancellation received less than 10 working days before an event, no refunds will be made and all fees will remain fully payable.

I/WE AGREE TO THE CANCELLATION & REFUND POLICY

SIGNATURE & DATE

Pay via Bank Transfer

Bank Name: Maybank Singapore Ltd
Account Name: Fortress Intelligence Pte Ltd
Account Number: 04141096034
Please include bank charges for Telegraphic Transfers.
A copy of the bank transmission is to be emailed/faxed to Fortress Intelligence

Pay via Cheque

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