

COMMUNICATE LIKE A PRO!

BUSINESS COMMUNICATION & PRESENTATION WORKSHOP (IN-HOUSE)

HIGHLIGHTS

- Present like a pro! - Master the art of public speaking
- Executive Presence - How to project poise, firmness, responsiveness and confidence in a business setting
- Corporate Grooming- The power of appearance
- Business Communication Etiquette - Face to face and virtual meetings, phone conversations and team discussions
- Business Writing - Rules for Business Emails, Business Letters, Memos, Meeting Minutes

BONUS

- ✔ Get enriched with tips to avoid grammatical & other writing errors plus how to power up you vocabulary for business communication
- ✔ Discover top online tools to enhance business writing skills



SPEAKER

VEENITA BHAN

DISTINGUISHED TOASTMASTER AND
BUSINESS COMMUNICATION COACH



Module 1 Present Like a PRO!

How to conquer presentations? Master presenters are not born, they are made! In this session you will learn the top tips to become a master presenter in any business setting such as meetings, presentations to clients, stakeholder engagements and beyond.

You will learn:

A. Personal Projection

- Body Language – Gestures – Hands & Legs
- Body Posture, Eye Contact, Head Movements, Shoulder Movements, Proximity, Vocal – Intonation, Pitch, Pauses, Decibel Quotient
- Facial Expressions
- Energy
- Emotional Link
- Presence

B. The Art of Storytelling

- Building a Narrative: Parables, Anecdotes
- Key Messages for the Audience
- Intellectual Connect : Creating content that matters
- KISS Tactic

This is an on camera session where all exercises will be recorded for immediate feedback by the trainer



Module 2 Effective Communication In A Business Setting

In this session, we will cover top effective verbal communication strategies in multiple business scenarios, with role play and simulation.

- Building Executive Presence: Projecting Confidence, Poise and Responsiveness during a meeting
- The Power of Appearance: Corporate Grooming
- Verbal Communication: The Power of Powerful Words
- Meeting Etiquette: Do's and Don'ts for business meetings
- Managing a meeting effectively: Setting the objective, taking charge and achieving results
- Managing a business meeting scenario based on role play: Internal meeting (top management), external meeting (clients), team discussions and more
- Phone etiquette and communication



Module 3 Essential Rules For Business Writing

Grammatical errors and typos are no less than a disaster when communicating in a business setting. Proper writing not only reflects on our organisation but on our image as a professional as well. In this session, we will share the finest strategies for any business writing:

- 10 Top Tips When Writing Emails, Business Letters, Memos, Meeting Minutes
- Beyond emails: Business writing for Whatsapp, Telegram and other online communication channels
- Best tips to avoid grammar, typo and other common writing errors
- Top online tools that can help improve our business writing skills

TRAINER'S PROFILE

Veenita Bhan is an incisive public speaking and business communication coach, with a vast international experience. She is a distinguished Toastmaster, having served both as Director and President of the Amman International Toastmasters Club (Toastmasters is a global network that teaches public speaking, corporate presence and business communication). Veenita was also a Debate Judge at World Scholars Club (an international competition with more than 15,000 students participating from six continents). With over 20 years of experience in adult and young adult coaching, Veenita has conducted Business Communication, Corporate Presence and Presentation Skill workshops in various multinational companies across the world. Veenita holds a Degree (Hons) and PGDE in English Language.

WORKSHOP FEE

** ALL OUR WORKSHOPS ARE HRDF-CLAIMABLE

Group



Duration

One Day

Time

9:00 am - 5:00pm

Investment

RM 1500 per pax (Max 10 pax per session)
 excluding venue and refreshments
 Includes-HD Camera, Lighting, Cameraman
 and Trainers, Course materials are provided

Individual



Duration

Half a day

Time

9:00 am - 1:00pm

Investment

RM 3500 for 1 pax
 excluding venue and refreshments
 Includes-HD Camera, Lighting, Cameraman
 and Trainers, Course materials are provided

Should you be interested in our courses or require additional information, please contact us :

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