

# COMMUNICATE LIKE A PRO!

 **VIRTUAL**     **24 NOVEMBER 2021**

**BUSINESS COMMUNICATION & PRESENTATION WORKSHOP  
HOW TO MASTER THE ART OF VIRTUAL COMMUNICATION!**

## 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 as well as how to power up your vocabulary for all kinds of 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 finest tips to become a master presenter in any business setting be it meetings, presentations to clients, stakeholder engagements and beyond.

You will learn:

### A. Personal Projection

- Verbal - Vocal Impact
  - > Tone / Intonation
  - > Articulation
  - > Pauses
  - > Intensity
  - > Emphasis/stress

### B. The Art of Storytelling

- Human Interest
- Relatability
- Credibility

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

### ● Non Verbal - Body Language

- > Body Posture
- > Facial Expressions
- > Gestures
- > Virtual presence



## 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
- 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 grammatical, 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.

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

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# REGISTRATION FORM

COURSE TITLE : Communicate Like a PRO!  
DATES / DAYS : 24 November 2021 (Wednesday)  
TIME : 9.00 am - 5.00 pm  
VENUE : Virtual

## FEE STRUCTURE PER PERSON (excluding 6% SST)

Course	Price (RM)	Code
Communicate Like a PRO!	900	CLAP

Closing date for registration : **18 November 2021**  
Group Discount (15%) : **3 or more participants from the same organization**

**Early Bird (10%)  
15 October 2021**

## TERMS & CONDITIONS :

- This workshop is HRDF Claimable
- Only one discount applies.
- Please contact us if you do not receive the Confirmation letter and Invoice via fax or mail, one week prior to the event.
- Registrants who cancel less than seven business days prior to the course date, are subject to a service charge equal to 50% of the course fee.

## PAYMENT METHOD :

A. Cheque

Please make the cheque payable to 'Newsroom Solutions Sdn. Bhd.'

B. Bank Transfer

Account Name : Newsroom Solutions Sdn. Bhd.

**Account Number : 8007 389 334**

**Bank : CIMB Bank Berhad**

**Branch : The Curve, Damansara**

Please email/Whatsapp the transfer slip along with the registration form to: [diljit@intelectasia.com](mailto:diljit@intelectasia.com) or +6012 - 2541 755

## HOW TO REGISTER ?

To make your registration process a breeze, you can select any of the following methods:

### A. ONLINE REGISTRATION

Simply log on to [www.intelectasia.com](http://www.intelectasia.com), fill in your details and our training team will be in touch with you within three (3) working days.

### B. HARDCOPY

Fill in your details below and Whatsapp the form (take a picture) to +6012 - 254 1755 and we will take care of the rest.

ORGANIZATION : .....

ADDRESS : .....

CONTACT PERSON : .....

DESIGNATION : .....

PHONE : .....

FAX : .....

EMAIL : .....

PARTICIPANT(S) : .....

Name : .....

Designation : .....

Email : .....

PARTICIPANT(S) : .....

Name : .....

Designation : .....

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