

Effective Business Communication Workshop:

Essential Writing and Speaking Skills for Finance Professionals

This course will help you to contribute more effectively at work and create greater impact. Through practice exercises you will learn essential communication strategies. Then, you will work with your classroom peers on a business case study situation to apply your learning, present your findings and make your recommendations.

Part 1: Writing skills

For professionals who need to write documents in English that can impact and influence business decisions at work or to communicate more clearly in CPA written exams.

- Understand how to structure and organise your documents more effectively; present your ideas more clearly and persuasively
- Write more concisely by implementing quick and easy strategies so that your writing can inform stakeholders and influence change
- Learn how to summarise a whole document into just ONE sentence and write an executive summary to communicate more effectively
- Identify the right tone of voice to deliver findings and recommendations in either an assertive or neutral manner

Part 2: Communication & Presentation Skills

For professionals who need to speak in English during meetings and presentations; or to present case study findings during the CPA exam.

- Deliver a positive and confident impression during meetings and presentations by adopting helpful tips and strategies
- Present and catch attention with confident body language and clear language
- Show meeting management skills by engaging in discussions effectively, using speaking time appropriately and encouraging participants interactively
- Present persuasively as a group by linking ideas logically and designing professional slides
- Prepare effectively for Q&A by understanding different possible question types and by preparing effective answers

Course Schedule

Session 1: 9 Sep 2023 (Sat), 10am – 5pm (1 hour lunch break included)

Session 2: 13 Sep 2023 (Wed), 7pm – 10pm (20mins presentation for each group)

Delivery Mode and Medium of Instruction

Classroom, English with Printed English Notes

Enrolment Deadline

8 Sep 2023 (Fri), 6pm

Lecturer



Frank Liu
(PG Cert, MA)

- 23 years experience
- Senior Training Consultant in business communications and corporate etiquette for global financial institutions
- Pitch coach for business startup competitions; and Judge for English speaking competitions
- Specializes in conducting training workshops for business writing and presentations
- Combines effective language strategies with professional communication strategies



**Enroll
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**Introduction
Video**

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(852) 5628 8939

HKCAPSTONE@kaplan.com

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