

# Effective Business Communication Workshop

*Essential Writing and Speaking Skills for Finance Professionals*

Elevate your professional communication to influence business decisions and excel in your career through this comprehensive course. Through practice exercises and a business case study, apply your learning, present your findings, and make recommendations.

## Part 1: Writing skills



### Organize & Present

Structure documents effectively and present ideas persuasively



### Write Concisely

Use strategies for concise writing that informs and influences



### Summarize Efficiently

Condense documents into one sentence and craft executive summaries



### Tone of Voice

Deliver findings assertively or neutrally

## Part 2: Communication & Presentation Skills



### Confident Delivery

Make a positive impression with tips and strategies



### Engage & Present

Use confident body language and clear language to catch attention



### Manage Meetings

Engage in discussions effectively, use speaking time wisely



### Group Presentations

Link ideas logically and design professional slides



### Prepare for Q&A

Understand question types and prepare effective answers

## Course Schedule

**Session 1:** 21 Sep 2024 (Sat), 10 am – 5 pm (1 hour lunch break included)

**Session 2:** 27 Sep 2024 (Fri), 7 pm – 10 pm (20mins presentation for each group)

## Full Tuition Fee

\$ 2,200

## Delivery Mode and Medium of Instruction

Classroom, English with Printed English Notes

## Enrolment Deadline

20 Sep 2024 (Fri), 6 pm

## Lecturer



**Frank Liu**

(PG Cert, MA)

- 24 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 Now**



**Introduction Video**

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It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.

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