

BUSINESS COMMUNICATION WORKSHOPS



(A) BUSINESS WRITING

27 Feb 2018, KL

Learn the necessary skills in how to sharpen your writing and create effective documents with clarity.

Modules cover how to organize information, craft sentences and create easy-to-read emails, memos and reports.

You will learn how to:

- Plan and establish purpose
- Be clear and precise
- Be persuasive and positive with right word choice
- Craft sentences to get reader attention
- Edit and proofread the final version

(B) SPEAKING AND PRESENTATION SKILLS

28 Feb 2018, KL

How you speak and present your points can make or break a deal.

Prepare for an oral presentation, capture your audience's attention and come across convincingly with effective communication skills.

You will learn how to:

- Balancing verbal and non-verbal messages
- Develop content and make it memorable
- Reduce stress and be clear and confident
- Respond professionally when put in a spot

FEE: Single Course: RM750 | Registration fee for both Courses (A) and (B): RM1,300

Venue: Solaris Dutamas, KL

TO REGISTER:

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Organiser:



Media Partner:

