

PROFESSIONAL & ORGANISATIONAL PERFORMANCE SERIES

- Transforming Talent into Execution and Measurable Results -

1. The Challenge

- Most organisations are working hard, and yet not always working effectively.
- They are not short of talent, but they still struggle to convert talent into results. Ideas are generated but not structured. Execution breaks down across teams. Miscommunication leads to rework, inefficiencies, and lost opportunities. Time and resources are invested, yet outcomes remain inconsistent.
- The core issue is not talent — it is the absence of structured capability to turn talent into results.

2. A Structured Approach to Close the Gap

- This programme integrates talent development with structured capability building.
- It strengthens the full performance cycle, from idea development to validation, communication, and execution — enabling organisations to move from fragmented efforts to aligned, outcome-driven performance.

3. A 6-Part Integrated Programme, *Covering the Full Cycle from Idea to Execution*

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| i. Innovation Sprint – 3 Days
<i>Develop structured, high-impact solutions</i> | ii. Commercial Sprint – 3 Days
<i>Validate and implement ideas effectively</i> |
| iii. Power Pitch & Presentation – 2 Days
<i>Influence decisions and gain approval</i> | iv. Workplace Communication – 2 Days
<i>Improve clarity, coordination, and teamwork</i> |
| v. AI-Based Slide Design – 2 Days
<i>Create clear and convincing presentations</i> | vi. AI-Integrated Power Pitching – 3 Days
<i>Deliver decision-ready communication</i> |

4. Why This Matters

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| i. Reduce inefficiencies, rework, and wasted effort | ii. Improve decision-making and approval success rates | iii. Strengthen execution across teams and functions |
| v. Deliver more consistent and measurable business outcomes | iv. Enhance communication and alignment | |

5. Key Take-Away

- This programme is not about learning more — it is about working better.
- It provides a structured system to convert talent into capability, and capability into consistent, measurable results.
 - ✓ Transform Talent
 - ✓ Strengthen Capability
 - ✓ Deliver Results That Matter



Training Provider Reg. No: 202503023368
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"Clear communication drives strong teams and consistent performance."

EFFECTIVE WORKPLACE COMMUNICATION: STRENGTHENING TEAMWORK AND PRODUCTIVITY

A 2-DAY HANDS-ON PRACTICAL COURSE DESIGNED FOR:

Managers | Supervisors | Team Leaders | Engineers | Coordinators | HR Professionals | Operators

ASPIRATION / AIM

The aspiration of this 2-day course is to build organisational capability in clear, confident, and effective workplace communication that strengthens teamwork, improves collaboration, and supports better decision-making. It equips participants with practical communication skills to reduce misunderstandings, improve professional interactions, and enable more consistent and effective workplace execution.

COURSE OBJECTIVES

1. Strengthen participants' ability to communicate clearly and confidently in workplace settings.

2. Improve collaboration through effective listening, empathy, and constructive feedback.

3. Develop practical skills to manage and resolve workplace conflicts professionally.

COURSE CONTENT

DAY 1: Foundations of Effective Workplace Communication

Participants identify common communication barriers, including assumptions, hierarchy, and differing styles. Core principles of clear, assertive, and purposeful communication are applied through structured exercises. Active listening skills and empathetic responses are practised using real workplace role-plays and simulations.

DAY 2: Building & Managing Workplace Collaboration

Participants identify common communication barriers, including assumptions, hierarchy, and differing styles. Core principles of clear, assertive, and communication are applied through structured exercises. Active listening skills and empathetic responses are practised using real workplace role-plays and simulations.

EXPECTED OUTCOME & IMPACT

1. Participants will communicate more effectively across teams and functions, improving collaboration and reducing misunderstandings.

2. Participants will demonstrate greater confidence in handling discussions, feedback sessions, and workplace interactions.

3. Organisations will benefit from stronger teamwork, improved productivity, and more consistent workplace performance.