

BUSINESS COMMUNICATION **S.P.E.A.K**

**& PERSONALITY DEVELOPMENT
FOR HIGH PERFORMANCE**

THE POWER TO

Communicate

Connect

Create Value



AUGUST 14 - 15, 2026

09:00AM - 05:00PM

BOOK NOW



THE HANGOUT CO-WORKING SPACE

Unit 2001, Tycoon Center, Pearl Drive,
Ortigas, Pasig City, Philippines

VP DECK &
BOOKING FORM



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OUTCOME-BASED OBJECTIVES

Become an effective communicator. This course will teach you how to influence your audience, practice SPEAK techniques that will leave a lasting impression, and use tools to effectively connect, communicate, and create value for your audience. Personally and professionally, it is inspiring to develop excellent communication abilities that will establish and support your technical skills in operations, presentation, negotiation, and customer interactions.

By the end of the program, participants will be able to communicate confidently and efficiently with their internal and external customers.

Speak effectively; be a better conversationalist.

Proficiency skills in listening, speaking, writing, and interpreting.

Express verbal and non-verbal communication methods effectively.

Assimilate a role in building strong relationships with clients through communication.

Know and learn the communication framework, rules, principles, etiquette, and internal communication strategies.

In the SPEAK workshop, communication barriers or gaps are exposed, and the need for personality development is thoroughly discussed. Through spontaneous simulation, practice conversation, and other communication proficiency learning, participants will become effective business communicators.

COURSE OUTLINE

Business Communication & Personality Development for High Performance

PERSONAL LEADERSHIP

- Rules of Communication: Respect. Safety. Responsibility
- Building Credibility
- SPEAK Framework

PURPOSE, FRAMEWORK, TRUST

- **Purpose** (What is Communication, 3 C's of Communication, Levels of Communication in the Workplace)
- **Framework** (Elements of Personal Communication, The Communication Process, Message & Strategy)
- **Trust** (Goal of Business Communication, The Power of Your Miscommunication)

BUSINESS COMMUNICATION

- Types of Business Communication
- Business Communication Process
- Business Communication Etiquettes
- Proactive Listening Skills

THINK BEFORE YOU WRITE

- Types of Business Writing
- Business Writing Fundamentals
- Building Structure, Choice of Words, Style
- Let's start writing

BUSINESS COMMUNICATION CHANNELS AND HOW TO USE IT

- Leader's identity. Building confidence in communicating.
- Application



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LEARNING INVESTMENT

REGULAR RATE

₱19,990 per participant

EARLY BIRD RATE

₱18,000 per participant

***Available only to participants who register and complete payment on or before August 01, 2026.

Get the Group Rate + Free Slots!

₱17,000 per participant

3 + 1 Promo

Get **1 FREE**

You save: ₱19,990

5 + 2 Promo

Get **2 FREE**

You save: ₱39,980

***Available only to participants who register and complete payment on or before August 10, 2026.

For a **group registration** with a minimum of **15 participants**, the training will be conducted **exclusively** for your organization.

TRAINING INCLUSIONS

- 16 Hours Masterclass
- Full Course on Training Topic
- Comprehensive Training Manual (print copy)
- Pre-Assessment and Post-Assessment Report to measure learning progress
- Interactive Activities and Workshops
- Practical Exercises and Application Sheets for skills practice
- Certificate of Completion
- Access to Supplementary Resources
- Free Consultation during the training period
- One (1) Snack and One (1) Meal provided during the training session
- Free-flowing Coffee available throughout the training

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Elevate your skills. Empower your future.

Take charge of your professional and personal development and ensure 2026 is the year of transformation! Ready to get started?

We Offer Solutions. We #BridgeTheGap



INDUSTRY EXPERTS AND CONSULTANT-LED
PROGRAMS AND CONTENTS

TAILORED TRAINING PROGRAMS

TOP-TIER PROGRAMS

NETWORKING & COLLABORATION OPPORTUNITIES

INTERACTIVE & ENGAGING LEARNING FORMATS

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