MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

EFFECTIVE PRESENTATION & BUSINESS COMMUNICATION SKILLS

“Presenting and Writing So That Busy People Act on What You Say”

Schedule

11 - 12 Jan 2027 | Bangkok - Thailand | USD 1,995 03 - 04 Oct 2027 | Doha - Qatar | USD 1,995

► **Available delivery methods:** Face-to-Face Training

Introduction

Most business communication fails for structural reasons rather than delivery ones: the point arrives too late, the evidence is arranged for the writer rather than the reader, and the ask is never made explicit. This two-day workshop works on structure first, then on delivery. Participants rebuild a real presentation and a real document of their own, practise in front of the group, and leave with a method they can apply to the next thing they have to write or present.

Objectives

Apply a structured method for organising any message

Tailor content to audience, purpose and decision required

Design visual support that carries the argument

Deliver with clear voice, pace and physical presence

Manage questions and challenge confidently

Write concise business documents with explicit asks

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Why Attend

Structure a message so the point lands first

Build slides that support speech rather than replace it

Write documents that busy readers can act on

Handle questions, challenge and hostile audiences

Present with presence without performing

Target Audience

Professionals presenting to management or clients

Technical specialists explaining work to non-specialists

Managers and team leaders

Sales and business development staff

Anyone preparing high-stakes presentations

Individual Benefits

A reliable structuring method for any message

Greater confidence presenting to senior audiences

Visibly improved slides and documents

Skill in handling challenge under pressure

Feedback on your own real material

Organizational Benefits

Shorter meetings with clearer outcomes

Decisions made faster because the ask is clear

More persuasive internal and client communication

Consistent presentation quality across the team

Less time lost to documents nobody acts on

Instructional Methodology

The course is delivered through short instructor-led inputs followed immediately by applied practice. Participants work on structured exercises, worked examples and case material drawn from real situations, with facilitated discussion throughout. Delegates are encouraged to bring their own data, documents or scenarios, and time is set aside each day to apply the material to their own organisation.

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Course Outline

Day 1 - Structure and Content

Why business communication fails structurally

Audience, purpose and the decision you need

Structuring the message: point first

Evidence selection and arrangement

Visual support that carries the argument

Workshop: restructuring your own presentation

Day 2 - Delivery and Challenge

Voice, pace, pause and physical presence

Handling nerves practically

Questions, challenge and hostile audiences

Writing the document version: concision and the explicit ask

Practice: full delivery with recorded feedback

Certification

Delegates who complete the programme receive a MAWA Events Certificate of Attendance, recording the course title, dates, venue and training hours completed.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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