

## Communications Workshop and Coaching Program

This Communications Workshop and Coaching Program takes you on a four-part journey to develop your professional skills to communicate with confidence and clarity.

### Part 1 – Preparing for the Workshop

25 Aug onwards	<ul style="list-style-type: none"> <li>• <b>Self-Assessment</b></li> <li>• <b>Task 1:</b> Video Presentation</li> </ul>	Work on self-assessment and Task 1–Video Presentation (see video guide for details)
1 September	<ul style="list-style-type: none"> <li>• <b>Deadline</b> for Self-Assessment</li> <li>• <b>Deadline</b> for Task 1: Video Presentation</li> </ul>	Participants to hand in completed self-assessment and Task 1–Video Presentation
2 to 6 September	<ul style="list-style-type: none"> <li>• <b>Initial Coaching/</b> Individual Feedback</li> </ul>	Trainer will provide feedback to the video presentation and initial coaching to individual participants via a 15-min Zoom meeting. Each participant will need to book 15 min slot with Valerie, instructions for which will be communicated soon.

### Part 2 – Virtual Workshop

7 <sup>th</sup> September 14:00-17:00 NPT	<ul style="list-style-type: none"> <li>• <b>Workshop – Day 1</b></li> </ul>	A 3-hour virtual workshop that includes Lecture and Presentation over 2 days with 5-7 minutes breaks every 45 minutes
8 <sup>th</sup> September 14:00-17:00 NPT	<ul style="list-style-type: none"> <li>• <b>Workshop – Day 2</b></li> </ul>	

### Part 3 – Follow-up Activities: Feedback and Coaching

9 September onwards	<ul style="list-style-type: none"> <li>• <b>Prep Task 2:</b> “Pecha Kucha” Video Presentation</li> </ul>	Participants to prepare 5 min video
17 <sup>th</sup> September	<ul style="list-style-type: none"> <li>• <b>Task 2 deadline:</b> “Pecha Kucha” Video Presentation</li> </ul>	Participants to hand in completed self-assessment and Task 2–Video Presentation

20 to 22 September 14:00 onwards NPT (TBC)	<ul style="list-style-type: none"> <li>• <b>Group Feedback / Discussion</b></li> </ul>	Trainer will provide feedback to the video presentations; Participants to share self and peer evaluation over a 45-min Zoom meeting
23 to 29 September	<ul style="list-style-type: none"> <li>• <b>One-to-one Coaching</b></li> </ul>	Personalized coaching over a 30-min Zoom call. Individual slots will need to be booked with Valerie.

#### Part 4 – Practical Application and Assessment

5 October (Time to be confirmed)	<ul style="list-style-type: none"> <li>• <b>Business Roundtable</b></li> <li>• Self-Assessment</li> </ul>	Participants to hand in completed self-assessment after their presentation at the PbW Business Roundtable
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**Agenda (7 and 8 September 2021)**

**Virtual Workshop on “Importance of Effective Communication in Workplaces”**

**7 September / 14:00-17:00 NPT**

<b>14:00-14:10</b>	<b>Introduction and Objectives</b> <b>Welcome Remarks</b>	<b>Bipina Sharma</b> , Coordinator, PbW <b>Kate Lazarus</b> , Senior Asia ESG Advisory Lead
<b>14:10 – 14:45</b> Lecture and Presentation	Energizer / Icebreaker: Lean In, Lean Out Section 1: <b>Speaking with Confidence</b>	<b>Valerie Badilla</b> , Communication Trainer
<b>14:45 – 14:55</b>	Set up Activity 1: <b>Rewriting negative thoughts</b>	<b>Trainer</b>
<b>2 Mins Break</b>		
<b>14:57-15:07</b>	Sharing of Activity 1: <b>Rewriting negative thoughts</b>	<b>Trainer</b>
<b>15:07-15:55</b> Lecture and Presentation	<b>Section 2: Connect with your Audience</b> Identify your audience’ key takeaways • Engage your audience by gaining their trust; Engage your audience in a remote/virtual meeting	<b>Trainer</b>
<b>15:55-16:05</b>	Set up Activity 2: <b>Speak so that people will listen – Start by saying your name</b>	<b>Trainer</b>
<b>5 Mins break</b>		
<b>16:10-16:40</b>	Activity 2: <b>Speak so that people will listen – Start by saying your name</b>  • Feedback	<b>Trainer</b>
<b>16:40 – 17:00</b>	Recap and wrap up Announcements for Day 2	<b>Trainer</b> <b>Moderator</b>

## Draft Agenda

### Virtual Workshop on “Importance of Effective Communication in Workplaces”

8 September ..... / 14:00-17:00 NPT

14:00-15:00 Lecture and Presentation	Energizer / Icebreaker: “Touch Blue”  Section 3: <b>Deliver your Presentation with Power and Poise</b>	<b>Valerie Badilla, Trainer</b>
15:00– 15.20	Set up Activity 3: <b>Visualize and Practice Presentation</b> – realistic presentation of the first 30 seconds and the last 30 seconds	<b>Trainer</b>
<b>2 Mins Break</b>		
15:20-15:50	Activity 3: <b>Visualize and Practice Presentation</b> – realistic presentation of the first 30 seconds and the last 30 seconds	<b>Trainer</b>
15:50-16:30 Lecture and Presentation	Section 4: <b>Talk confidently to anyone:</b> The science of conversation	<b>Trainer</b>
16:30-16:55	Recap of Day 1 and 2 and Next Steps	<b>Trainer</b>
16:55-17:00	Closing Remarks	<b>Kate Lazarus</b> , Senior Asia ESG Advisory Lead, IFC/ <b>Sophia Tamot</b> , ESG Consultant, IFC