

Make *Your* Point

Are you prepared to enhance your communication skills and excel in your professional journey?

Our workshop is your gateway to acquiring the knowledge, techniques, and strategies necessary for success.

Whether you aim to boost your leadership, foster teamwork, or refine your communication abilities, our workshop is tailored to equip you with the essential tools.



**12-HOUR WORKSHOP TO MASTER THE ART
OF WORKPLACE COMMUNICATIONS**



Who are we?

We are a team of seasoned communication experts, psychologist and educators dedicated to teaching transformative workplace communication skills.



What is *Make Your Point*?

Make Your Point is a carefully designed 12-hour workshop for managers and leaders with the primary focus on delivering impromptu, clear, and concise messages.



How is our workshop different?

Make Your Point is a comprehensive workshop that

- Delves into the fundamentals of effective communication
- Explores mindset development
- Builds essential skillsets, and
- Utilizes communication structures

to help convey messages with utmost clarity.



What are the benefits?

Make Your Point workshop equips managers with various communication tools and strategies to help them excel in their leadership roles.

PROGRAM HIGHLIGHTS

Communications Fundamentals: *Listening, Influencing, and Questioning*

- Develop active listening skills to truly understand and connect with others.
- Harness the power of influence to drive positive outcomes in your workplace.
- Craft questions that prompt meaningful discussions and spark innovative solutions.

Exploring Mindsets: *Curiosity, Empathy, and Vulnerability*

- Cultivate curiosity to uncover new insights and foster a culture of listening.
- Strengthen your empathy for more effective interpersonal relationships.
- Embrace vulnerability as a tool for building trust and authenticity in your interactions.



SKILLSETS AND STRUCTURES



Building Skillsets:

Delegating, Giving and Receiving Feedbacks, Motivating, Negotiating, Setting Boundaries, and Resolving Conflicts

- Discover the art of delegation to empower your team and maximize productivity.
- Learn how to provide constructive feedback that inspires growth and development.
- Motivate yourself and others to achieve exceptional results.
- Master negotiation techniques for successful collaboration.
- Set clear boundaries to improve work-life balance and overall well-being.
- Resolve conflicts with finesse, and turn challenges into opportunities for growth.



Communication Structures:

Using Contexts and Frameworks to Communicate with Clarity

- Learn to tailor your message to different contexts for maximum impact.
- Master the art of framing your communication to resonate with your audience.
- Boost your ability to convey ideas clearly and persuasively.

DELIVERY APPROACH

Our workshop seamlessly combines theoretical knowledge with practical application. We explain essential skillsets through engaging group activities and exercises that foster active participation and real-world application.

You will have the chance to practice your newly acquired skills in a supportive and interactive environment, leaving the program with the utmost confidence.

AVERAGE HUMAN ATTENTION SPAN IS 8 SECONDS ONLY. HOW TO USE IT EFFECTIVELY?



Expert Facilitators



Customised Approach



Comprehensive Toolkit



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