



RURAL BANKERS RESEARCH AND DEVELOPMENT FOUNDATION, INC.

2/F RBAP Building, Andres Soriano Jr. Avenue corner
Arzobispo St., Intramuros, Manila
Telephone Nos. 527-2972 ● 527-2968 ●
Telefax Nos. 527-2980 ● 527-2969
training@rbap.org - www.rbap.org

Communicating Effectively in the Workplace

Date: February 05-06, 2015 (Thursday-Friday)

Venue: RBAP, Intramuros, Manila

Time: 8:30am to 5:30pm

Resource Person: Mr. Stephen I. Banares, CPA

*Trainer & Consultant for HR Management &
Business Solutions, Business School Lecturer*

Seminar Fee:

1. **Early bird** – P4,200 (on or before Jan 20, 2015)

2. **Regular Rate** – P4,600 (After Jan 20, 2015)

3. **Non-Member/Delinquent** – P5,520

Mode of Payment

- ✓ A Non-Refundable commitment fee of P2,300.00 per participant.
- ✓ Bank account (**LBP – Intramuros Branch Savings Account Number 0012-1046-26**).
- ✓ Proof of payment fax to (02) 527-2980.
- ✓ **Check payments, should be payable to (RBRDFI).**

Training Policies:

1. Reserve first with RBAP-RBRDFI your training slot, and wait for RBAP-RBRDFI confirmation of your reservation. Thereafter, you may deposit the Registration Fees, book ticket (airline) and secure accommodations.

RBAP-RBRDFI will not be responsible for any damage caused by unconfirmed reservation (s).

Likewise, once training is FULL, RBAP-RBRDFI has the right to refuse participation or reimbursement on any damage brought by unconfirmed reservations.

Deadline for submission of registration is not later than **February 02, 2015.**

1. Reservation via telephone conversation is accepted. However, Registration Form and fee must be settled 10 days prior the seminar date or **January 23, 2015.** Otherwise, reservation is considered cancelled.

2. Cancellation Policy: - This will apply to non-subsidized training fee.

a) 10 days prior the seminar date is entitled for a full refund. *Regular Rate only

b) 3 days prior to the seminar date is entitled for a half refund * Regular Rate only

c) Participants who have paid but failed to show up for the seminar will only be entitled to a rebate of 50% of the total registration fee. (Regular Rate only)

d) For special cases (health, accident etc.), kindly coordinate with RBRDFI staff for refund procedures and requirements.

Seminar Methodologies

Lectures, Workshops/Exercises, Discussions / Best Practices

Expected Participants

Front and Back Office, Managers/Senior Executives across different functions

Objectives

This program aims to improve the written and oral communication skills of participants. It consists of two modules:

1. Written Communication

- a. Speed up the writing process when writing business documents
- b. Organize ideas and conclusions coherently when writing
- c. Develop a professional and reader-friendly style in writing.

2. Oral Communication / Presentation Skills

- a. Develop the confidence to deliver effective presentations
- b. Learn the framework for structuring a presentation, the methods for highlighting and emphasizing key messages, the skills to use

and control the voice more effectively when giving presentations, and the practical

techniques to interpret and engage the audience.

• **MODULE 1: WRITTEN COMMUNICATION**

• **MODULE 2: ORAL COMMUNICATION / PRESENTATION SKILLS**

- Review of English Grammar
 - Subject-Verb Agreement
 - Tenses of Verb
 - Words Often Confused
 - Common Errors – A Compilation of Common Errors Found in Business Letters, Reports and Memos
- E-mail Etiquette
- Planning and Organizing Business Writing
- The Key Principles of Professional and Effective Business Writing
- Editing Business Writing Effectively

- Preparing Your Presentation
 - Structure
 - Content
 - Visual Aids
- Gaining Self-Confidence and Equanimity
- Using Your Voice: Volume, Articulation, Pronunciation
- What the Audience Sees: Physical Appearance, Body Language, Eye Contact, Posture and Poise, Gestures
- Taking Questions



CONFIRMATION SHEET
Communicating Effectively in the Workplace

February 05-06, 2015 (Thursday-Friday)
Gov. Licaros Hall, 2F RBAP Bldg. A. Soriano cor Arsobispo St. Intramuros, Manila

For your reservation, please coordinate to RBRDFI Training Officers Mr. Ace M. Calang /Ms. Grace Dimapilis / Ms. Jesica Cepeda Contact details: (02) 527-2969, 527-2980; 09178374604; 09178374603; 09178374599
Emails: training@rbap.org, gracedestira@gmail.com jescapeda.rbap@gmail.com

Name	Designation	Nick-name	Degree and Year Graduated
1.			
2.			
3.			

(Printed Name and Signature) Date: _____

Designation: _____ Rural Bank : _____
 Telephone: _____ Province : _____
 Mobilephone: _____ Address : _____
 Email address: _____