**Communication Techniques for EAs**

**Program Description**

So many things are about communication.

It really is a life skill after all: From the words we send out on our phones to each email we compose and send; communication is a continuous process we all engage in.

Because we want you to live a more empowered life, we want to equip you with tips and tricks which allow you to be impactful everyday.

Communication Techniques for EAs are tried and tested techniques which you can apply in the most practical sense to help you communicate for success all day, in both your work and personal lives.

We'll cover everything from how you can become more strategic in communicating what you want; to looking, sounding, and listening smarter, and as a result creating results in areas that matter.

**Key Benefits**

Participants are provided the opportunity to learn techniques and frameworks, gain a deeper understanding of how to hone skills, and learn from the reflection and experiences of others in the following areas:

- Forming the right objectives when communicating;

- Determining and considering audience profile when they communicate;

- Communication goals to help us create clear, impactful communication;

- Listening filters and how to overcome them;

- What clothing styles and colors work best for your body type and skin tone;

- Communication techniques which will help you get the results you want.

**Course Outline**

***Introduction to Effective Communication*** – We start the workshop with an overview, identify effective communication goals, explore barriers to effective communication, and encourage solution-oriented mindsets and behaviors by tying everything together with best practices.

***Top 10 Communication Techniques***– The biggest chunk of the day’s discussions contents break ten tips into smaller, easier-to-understand pieces through different learning methodologies and activities such as case applications, role plays, video viewings, games, and other structured learning activities.

Among the crucial content covered are How to Structure Messages in the Workplace, Becoming a Better Listener, Defining Audiences and Objectives, and Building Trust through Communication.

***Communicating Through Personal Style*** - Discover what clothing styles and colors work for you and communicate your best self to others.

***Culminating Activity* –**Before the workshop ends, participants are grouped together and given guidelines on how to produce a Personal Action Plan for Effective Communication.

***Wrap-up / Closing*** - A final check for questions, and a few closing activities before ending for the day!

**WHO SHOULD ATTEND**

Secretaries and Executive Assistants who want to learn how to be more powerful and strategic communicators.

**METHODOLOGY**

Structured Learning Activities, Discussions, Scenarios, Small Group Discussions, Games, Role Plays, Videos

**PROGRAM FACILITATOR**

**Doreen Cooper** is an international training and development professional for communication and self-development. After earning her degree in Organizational Communication from De La Salle University, Doreen spent most of her years working for one of the world’s top multinational companies. Her packed CV reflects experience in the fields of marketing, sales, recruitment, events management, training and development, business strategy, and regional communications & coordination. She became a solopreneur in 2015, while taking her Masters Degree in Communication at the Ateneo de Manila University.

Doreen is an active member of Toastmasters International, a public speaking and leadership skills organization. She is currently the Program Quality Director for Makati, a role which oversees the planning, organizing and execution of quality training programs for members.

Some of Doreen’s trademarks as a speaker and trainer are polished style, captivating fluidity, and a strong structure. She is a self-published author, with a book entitled ‘*#Adulting: 5 Secrets to Embracing Change in Life & Career*’.

**RESERVE-NOW-BEFORE-IT'S-TOO-LATE! FORM**

**TO REGISTER:**

1. Fill out the form below and email us at seminars@saltandlight.ph

2. Fill out the form and fax to 813-2745

3. Send the form together with your company check to

**Breakthrough Leadership Management Consultancy, Inc.**

**2/F HPL Building, 60 Sen. Gil Puyat Avenue, Makati**

**TO INQUIRE:**

1. Call 830 2191 or 887 1571, look for Juliet

2. Email us at seminars@saltandlight.ph

**COMMUNICATION TECHNIQUES FOR EAs**

**Facilitated by Doreen Cooper**

April 14, 2020 | 9:00 AM to 5:00 PM |Joy~Nostalg Hotel & Suites Manila, Ortigas Center

*//source: Communication Techniques for EAs\_Doreen Cooper\_April 14, 2020\_OP\_Website*

**YES!** Please register \_\_ participant(s) for this seminar/workshop!

**LEARNING INVESTMENT:**

|  |  |
| --- | --- |
| [  ] **Best Buy Rate:**Php 6,977 +12% VAT | [ ] **Early Bird Rate:**Php 7,977 +12% VAT |
|  [  ] **Regular Rate:**Php 8,977 +12% VAT | [  ] **Walk-in Rate:**Php 9,277 +12% VAT |

[ ] **Get 1 FREE SEAT by booking for 3 SEATS**

**Workshop fee includes**:

* AM & PM snacks
* Lunch
* IDs
* Manuals
* Certificates

**TERMS:**

1. Participants availing of the **Best Buy Rate or Early Bird Rate** will be given five (5) working days to settle their fees after the promo deadline. Next applicable rate shall apply if the participant fails to settle his/her fee within the five (5) working day period.
2. **Gift Certificates/Discount Vouchers** from Breakthrough Leadership or Salt & Light Ventures shall only be applied on the Regular Rate. All other promos (2 or 3+1 promo, Group and Suki discounts) are not applicable when GCs or vouchers are applied.
3. **Cancellation** seven (7) working days before the event, whether paid or unpaid, or a no-show during the event will not be honored. Failure to inform of your cancellation before the seven-day deadline will result to 30% charge to your account. This will serve as secretariat and banquet fee. Cancellation should be in writing and emailed or faxed to us.
4. Seminar participation may be transferred to another person in the same company.
5. If you wish to move your reservation to another seminar happening within the calendar year, please note that the rate of your updated seminar choice will be applied. Should the prevailing rate be higher than the initial learning investment already paid for, please settle the balance prior to the seminar date. Promo seats cannot be moved or transferred to another date or seminar.
6. We reserve the option to cancel or reschedule an event if minimum number of participants is not reached.
7. This reservation form, when completed, may also serve as your billing invoice.
8. All seminar fees must be prepaid.

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| **COMPANY DETAILS** |
| **NAME OF COMPANY/ORGANIZATION(BIR-REGISTERED NAME)** |
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| **COMPLETE ADDRESS (Address:Flr/Bldg/St.Village/Bgy./City)** |
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| **INDUSTRY** |
|  |
| **PRODUCT/SERVICES OFFERED** |
|  |
| **WEBSITE                                                 COMPANY TIN# (REQUIRED)** |
| **[  ] VAT      [  ] Zero-Rated or VAT Exempt** |

*\*For zero-rated or VAT exempt companies, please include your Certificate of Exemption or PEZA registration. Provide Form 2307 or Certificate of Tax Withheld if payment done with tax withheld. Please withhold only 2% as we are classified as suppliers or contractors of services.*

**RESERVING OFFICER'S DETAILS       [  ] MR      [  ] MS      [  ] MRS      [  ] DR      [  ] PROF**

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| **FULL NAME** |
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| **NICK NAME** |
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| **CIVIL STATUS:  [  ]Single   [  ]Married** |
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| **JOB TITLE/POSITION** |
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| **TELEPHONE #                                                    FAX #** |
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| **MOBILE #                                                            EMAIL ADDRESS** |
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| **PERSONAL TIN *(for personal reservation)*** |

**PARTICIPANT'S DETAILS**

**PARTICIPANT 1                  [  ] MR       [  ] MS       [  ] MRS       [  ] DR       [  ] PROF**

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| **FULL NAME** |
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| **NICK NAME** |
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| **CIVIL STATUS:  [  ]Single   [  ]Married** |
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| **JOB TITLE/POSITION** |
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| **TELEPHONE #                                                    FAX #** |
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| **MOBILE #                                                            EMAIL ADDRESS** |
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| **PERSONAL TIN*(for personal reservation)*** |

Pls. check if:   [  ] Vegetarian   [  ] Food Allergy:  ­­­­­\_\_\_\_\_\_\_\_\_\_ [  ] Senior Citizen    [  ] Pregnant    [  ] PWD

**PARTICIPANT 2              [  ] MR       [  ] MS       [  ] MRS       [  ] DR       [  ] PROF**

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| **FULL NAME** |
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| **CIVIL STATUS:  [  ] Single   [  ] Married** |
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| **MOBILE #                                                            EMAIL ADDRESS** |
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| **PERSONAL TIN*(for personal reservation)*** |

Pls. check if:   [  ] Vegetarian   [  ] Food Allergy:  ­­­­­\_\_\_\_\_\_\_\_\_\_    [  ] Senior Citizen    [  ] Pregnant    [  ] PWD

**NOTE:**

* For more than two (2) participants, kindly add more sections to the registration form.
* Putting your mobile number is optional. It's only to be used in case we need to confirm or inform delegates of urgent, last minute changes and in case of emergencies, i.e. weather disturbances, speaker changes, etc.
* Kindly indicate your own TIN if making a personal reservation.
* Inform the secretariat by emailing seminars@saltandlight.ph if the seminar seat will be transferred to another participant within the same company.
* **Billing processing** takes two to three (2 to 3) working days upon receipt of your reservation.
* Please reconfirm your reservation if you do not receive your billing or any confirmation from us through email, call, or SMS.
* For **invoice** concerns, please call Irene at (02) 889-1111 local 765.

*//source: Communication Techniques for EAs\_Doreen Cooper\_April 14, 2020\_OP\_Website*

**KINDLY SELECT ONE OF THE FOLLOWING PAYMENT METHODS:**

[  ] **By Cheque.** I will send check payment to your office on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

[  ] **By Pick-up.** Please pick-up our check on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time/date).

***Made payable to Breakthrough Leadership Management Consultancy, Inc.***

[  ] **By Bank Deposit.** (Scan copy of deposit slip with your name and seminar title and send to seminars@saltandlight.ph)

     Kindly remit the money to the following. bank details:

     Company Name: Breakthrough Leadership Management Consultancy, Inc.

     TIN #: 008-524-715-VAT

     Account #: BPI CA#3711-0082-83, Gil Puyat, Makati Branch

     Account #: Chinabank CA#143-176931-7 Gil Puyat, Makati Branch

**GROUP DISCOUNTS:**

Knock off a couple of pesos off our rates when you register in groups! Call us to inquire about our group discounts.

\* 3 delegates - Less P 300 per delegate

\* 4 delegates - Less P 400 per delegate

\* 5 or more delegates - Less P 500 per delegate

**SUKI DISCOUNTS & INCENTIVES:**

Salt & Light Ventures' regular customers get an additional P500 discount per person when booking on top of Early Bird Rates and Group Discounts.

*Please note that our regular Group Discounts and Suki Discounts & Incentives are not applicable with our 2+1 and 3+1 promos.*

**IN-HOUSE:**

We'll bring this workshop right at your base - customized and personalized to fit your training needs. Grab this opportunity to train your whole staff and attain results faster and simultaneously. Call 830 2191 or 887 1571 and look for Jenna or Kevin, or email seminars@saltandlight.ph for more details.