

OVERVIEW

The 'Like a Pro' Series is a series of workshops catered to improve your overall professional skills in writing, selling, presenting, and negotiating. Each workshop is tailored to develop your professional skills and will allow you to be more effective with a boost of confidence that every professional needs.

Write Like a Pro workshop is a 2-day programme that will develop your business writing skills. Writing is a crucial method of communication in the professional world. Developing competent writing skills is especially imperative in the business world and gives an extra edge in your career. This workshop will give you the essential writing skills to start writing like a pro!

Workshops included in the 'Like a Pro' Series are:

- Write Like a Pro [29 30 May 2023]
- Present Like a Pro [5 6 June 2023]



OBJECTIVES



UNDERSTAND

the fundamental purpose of communication (inform, instruct, persuade);



LEARN

techniques in writing effective business communication such as email messages, business letters, reports, and proposals;



MASTER

concepts in sentences, paragraphs, and professional and business writing techniques and avoiding common errors and mistakes;



APPLY

business-centric writing at workplace; and



APPLY

modern techniques in improving proofreading skills.

METHODOLOGY



Face-to-face training

This training will include various sessions on theories, individual activities, and group exercises.

WHO IS THIS PROGRAMME FOR?

This programme is suitable for individuals who are looking to enhance their writing skills, hone their skills in business communications and become a more critical reader.

PROGRAMME DETAILS

Date	Time
29 - 30 May 2023	8:30 am – 12:00 pm 1:30 pm – 5:00 pm

***Subject to change
Please refer to www.bilif.com.bn for the latest updates***

PROGRAMME OUTLINE

Day	Modules		
Day 1	Module 1: Grammar and Spelling 101		
	Module 2: Positive Language		
	Module 3: Purpose of Communication		
	Module 4: Purpose of Written Communication		
Day 2	Module 5: Constructing Sentences and Paragraphs		
	Module 6: Types of Business Writing		

PROGRAMME LEADER

STUART LEE

Stuart Lee is the Principal Trainer of Articulation Sdn Bhd and is an HRDF-certified trainer with over 18 years of experience in the field of communications. He graduated with Master of Arts in Language and Communication and has conducted over hundreds of communication training with thousands of participants from government ministries, multinational companies, local corporations, companies and SMEs in Brunei Darussalam and Malaysia.

He is also a certified trainer of Getting Things Done (GTD) and a certified practitioner of Neuro-Linguistic Programming (NLP).

In brief and specific relevance, Stuart Lee conducts the Business Writing Skills course (and its variant) for BILIF and several GLCs in Brunei Darussalam.

LIKE A PRO SERIES: WRITE LIKE A PRO

29 - 30 May 2023



Signature and Company's Stamp

To apply for the programme, please email your completed form to askseed@bilif.com.bn by 1 May 2023

	CATEGORIES	STA	AKEHOLDERS	NON-STAKEHOLDERS	
	FEE	\$700	0.00 (20% SBS)	\$800.00	
Вл	/ completing and signing this fo	rm. vou hereb	v agree to the terms ar	nd conditions below:	
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E-ma	ail:		Phone:		
APPI	ROVING OFFICER				
Nam	ne:	Email:			
Posi	tion:	Department:			

Terms and conditions:

Cancellation Policy:

Please email the invoice to:

- All cancellation must be submitted to BILIF in writing either by letter or email.
- Any cancellation received 30 days or more prior to the training date will incur a cancellation fee of 10% of the programme fee.
- Cancellation received 8 14 days to the training date will incur a cancellation fee of 50% of the programme fee.
- Cancellation of registrations received 7 days or less from the date of training or if the delegate fails to attend the training, he/she will be considered as 'no show' and is subjected to 100% of the programme fee.
- BILIF welcomes and accepts replacement of participants a day before the training commences.

Other terms:

- Participants must complete all scheduled sessions and activities for them to receive the certificate of attendance/ completion.
- Payment must be made upon receipt of invoice issued by BILIF.
- BILIF reserves the right to amend, change or cancel the programme at any given time. We will immediately notify participants and organisations if any such changes are to be made.

ABOUT BRUNEI INSTITUTE OF LEADERSHIP AND ISLAMIC FINANCE

Brunei Institute of Leadership & Islamic Finance (BILIF) was established in 2010 as the Centre of Excellence for the finance industry in Brunei high-quality Darussalam, providing learning solutions, including signature and collaborative events for human capacity development in the areas of Islamic finance and leadership. Under the purview of Brunei Darussalam Central Bank (BDCB), BILIF plays a fundamental role in Pillar 5 of Brunei Darussalam Financial Sector Blueprint 2016-2025 in raising financial industry standards especially in the areas of Islamic finance. All of our programmes are accredited Brunei Darussalam bν National Accreditation Council as Value Added Qualifications. Appointed by BDCB, BILIF is the official licensing for **Financial** examination centre **Planning** Practitioners' Programme (FPPP) and Qualifying Examination for Insurance/Takaful Agents (QEFITA). BILIF is also the official examination centre for all examinations under Chartered Institute for Securities & Investment (CISI), UK; Chartered Bankers Institute(CBI), UK; International Compliance Association (ICA) and The Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI), Bahrain.

Over the past 10 years, BILIF has forged strategic partnerships with local and international organisations enabling us to bring professional programmes, expertise and opportunities to shape future leaders, experts and innovators in the areas of Islamic finance and leadership. More recently, BILIF has also established partnerships with Bahrain Institute of Banking and Finance (BIBF) and The London Institute of Banking & Finance (LIBF), both with the objective of bringing more quality learning opportunities for our participants in the areas of banking and finance. BILIF has been honoured with multiple international awards and accolades: The "Best Emerging Islamic Finance Training Institution – Brunei 2021" from the International Finance Awards 2022, "Best Islamic Finance Education & Training Brunei 2021" from the Global Banking & Finance Awards®, "Global Good Governance (3G) Human Resource Development Award 2022" received at the 7th Annual 3G Awards Ceremony and GIFA Excellence Award (Islamic Finance Training & Education) in 2022; The GIFA Excellence Award (Islamic Finance Training and Education) 2021 at the 11th Global Islamic Finance Awards (GIFA), the Award for "Contribution to Organisation" at the Asia HRD Awards in 2021; and the GIFA Excellence Award (Islamic Finance Training and Education) in 2019.

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687

Events

Programmes and Examinations

15,300+

Participants

INTERNATIONAL AWARD WINNING INSTITUTE



















