

bilif



**PRO SERIES:
WRITE LIKE A PRO**

13 - 14 MAY 2024

DEADLINE TO REGISTER

15 April 2024



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 the boost of confidence that every professional needs.

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

- Present Like a Pro
- Write Like a Pro
- Negotiate Like a Pro
- Sell Like a Pro

Write Like a Pro workshop is a two-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 to have that extra edge in your career. This workshop will give you the essential writing skills to start writing like a pro!

OBJECTIVES

- Avoid common spelling and grammar issues in business writing;
- Grasp the fundamental purpose of communication (inform, instruct, persuade);
- Master concepts in sentences, paragraphs, and professional and business writing techniques;
- Apply business-centric writing at workplace;
- Learn techniques in writing effective business communication such as email messages, business letters, reports and proposals; and
- Apply modern techniques in improving proofreading skills.

WHO IS THIS PROGRAMME FOR?

- Executives
- Supervisors
- Support Staff
- Office Administrator

METHODOLOGY

- Face-to-face
- Individual activities
- Group exercises



PROGRAMME DETAILS

DATE	TIME
13 - 14 May 2024	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

MODULES	DESCRIPTION
Grammar and Spelling 101	Participants will have a refresher on the basic guidelines of written communication in a business and professional context. This introduction module helps ease the participants in the course.
Positive Language	Negativity in communication may cause impasse. This seemingly simple module will help the participants to communicate in a positive tone even though things are decidedly unfavorable.
Purpose of Communication	Participants will understand the differences between inform, instruct and persuade in general communication.
Purpose of Written Communication	Participants will explore the differences between declarative, interrogative, imperative and exclamatory sentences in written communication.
Constructing Sentences and Paragraphs	Participants will learn to construct concise and appropriate sentences as well as paragraphs for business communication.
Types of Business Writing	Participants will learn the structure and composition of different types of business written communication.

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.

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To apply for the programme, please email your completed form to askSEED@bilif.com.bn by 15 April 2024.

CATEGORIES	STAKEHOLDERS	NON-STAKEHOLDERS
FEE	<input type="checkbox"/> \$ 800.00	<input type="checkbox"/> \$ 900.00

By completing and signing this form, you hereby agree to the terms and conditions below:

Full Name: IC Number:
Position: Department:
E-mail: Phone:

Full Name: IC Number:
Position: Department:
E-mail: Phone:

Full Name: IC Number:
Position: Department:
E-mail: Phone:

APPROVING OFFICER

Name: Email:
Position: Department:

Please email the invoice to:

Signature and Company's Stamp

Terms and conditions:

Cancellation Policy:

- 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 up until 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 Darussalam, providing high-quality 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 by Brunei Darussalam National Accreditation Council as Value Added Qualifications. Since its inception, BILIF has conducted 809 programmes and 83 events for more than 16,600 participants, including a suite of Virtual Instructor-Led Training (VILT) programmes and online events (as of December 2023).

BILIF has forged strategic partnerships with local and international organisations over the past 10 years which have allowed us to bring professional programmes, expertise and opportunities to shape future leaders, experts and innovators, particularly in the areas of Islamic finance and leadership. Amongst these strategic partners include The London Institute of Banking & Finance (LIBF), United Kingdom; the Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI) and Bahrain Institute of Banking and Finance (BIBF), Bahrain; Islamic Development Bank Institute (IsDBI), Kingdom of Saudi Arabia, Singapore

Management University (SMU), Singapore and INCEIF University, Malaysia. Locally, BILIF has also partnered with two of the top higher education institutions in Brunei Darussalam; Universiti Brunei Darussalam (UBD) and Universiti Sultan Sharif Ali (UNISSA) in our joint efforts to impart invaluable knowledge and skills for students and professionals in not only finance but also other private and government sectors.

Appointed by BDCB, BILIF is the official licensing examination centre for Financial Planning Practitioners' Programme (FPPP) and the 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 AAOIFI. BILIF has also recently been accepted as a Pearson Vue Authorised Test Centre which can house more than hundreds of examinations such as Certificate in Climate Risk, Certified Internal Auditor® (CIA®) and Certified Associate in Project Management (CAPM), amongst others.

BILIF has received multiple accolades including 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® and "Global Good Governance (3G) Human Resource Development Award 2022" received at the 7th Annual 3G Awards Ceremony. BILIF was also awarded its third "GIFA Excellence Award (Islamic Finance Training & Education) 2022, which has been previously received in 2019 and 2021.

83

Events

809

Programmes
and Examinations

16,600+

Participants

INTERNATIONAL AWARD WINNING INSTITUTE





Discover our upcoming programmes and events

bilif.com.bn

Contact our Sales and Marketing Department
for any enquiries

askSEED@bilif.com.bn

*Alternatively, you can also whatsApp us at
+673 8271140 to learn more about our offerings*