Office Skills Essentials

Write Like a Pro

31 August – 1 September 2026

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OVERVIEW

Write Like a Pro 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 to have that extra edge in your career.

This programme will give you the essential writing skills to start writing like a pro!

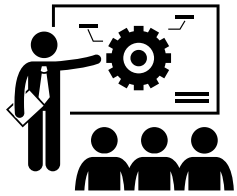
OBJECTIVES

- 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.
- Apply modern techniques in improving proofreading skills.

WHO SHOULD ATTEND?

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.

METHODOLOGY



Face-to-face

PROGRAMME DETAILS

DATE	TIME
Day 1 & 2	8:00 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

- Grammar and Spelling 101
- Positive Language
- Purpose of Communication
- Purpose of Written Communication
- Constructing Sentences and Paragraphs
- 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).

WRITE LIKE A PRO

31 AUGUST – 1 SEPTEMBER 2026

To apply for the programme, please email your completed form to askSEED@bilif.com.bn 30 days before the programme date.

CATEGORIES	STAKEHOLDERS	NON-STAKEHOLDERS
FEE	☐ $800.00	☐ $1,000.00

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 BILIF

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 16,900 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.

92
Events

954
Programmes and Examinations

18,900+
Participants

INTERNATIONAL AWARD WINNING INSTITUTE

GIFA GLOBAL ISLAMIC FINANCE AWARDS

GIFA Excellence Award (Islamic Finance Training & Education) 2019

WINNER

GIFA GLOBAL ISLAMIC FINANCE AWARDS

GIFA Excellence Award (Islamic Finance Training & Education) 2021

WINNER

GIFA GLOBAL ISLAMIC FINANCE AWARDS

GIFA Excellence Award (Islamic Finance Training & Education) 2022

WINNER

THE ASIA HRD Awards

Contribution to Organisation Award

WINNER

GLOBAL BANKING & FINANCE AWARDS

Best Islamic Finance Education & Training Brunei 2021

WINNER

INTERNATIONAL FINANCE

Best Emerging Islamic Finance Training Institution - Brunei 2021

WINNER

3G AWARDS

3G Human Resource Development Award 2022

WINNER

3G AWARDS

3G Human Resource Development Award 2024

WINNER

3G AWARDS

3G Championship Award in Education 2024

WINNER

Discover our upcoming programmes and events:

bilif.com.bn

Contact our Client Solutions Department for any enquiries:

askSEED@bilif.com.bn

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