

If you can *just* communicate, you can get by.
If you communicate skillfully, you can work miracles.

Jim Rohn



A team that can speak English is *not enough* ... you need business communication skills to succeed.

Business communication skills are :



An understanding of the effects of body language, tone of voice, choice of words and using these to build positive rapport in customer interactions

Knowing business terminology and using appropriate language which demonstrates professional capability and builds trust



The ability to write emails, messages and other documents in a way that gets the point across clearly, without causing misunderstandings or costly mistakes

The ability to articulate ideas and contribute to problem solving, discussions and allowing every member to contribute their feedback leading to better collaboration on projects



and much more....

At mindfultalk.in, we use a proven system for training professionals in the art of business communication, giving them the skills above and more and creating enormous results for our clients in revenue, customer retention and overall customer morale.

What happens with poor business communication skills?



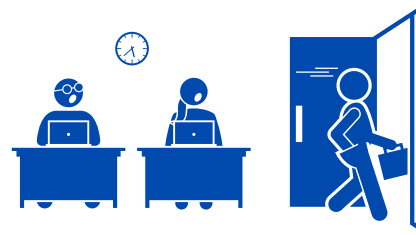
Your poor business communication skills are like a leaky pipe, costing you revenue every day and hindering the growth of your business!

What will you experience with better business communication?



Increased Revenue

Being able to articulate your expertise means more sales and higher bids, smoother projects mean faster turnaround and saved money, and overall efficiency means more profits.



Reduced Attrition

Better communication means better interactions among staff and clientele. Higher company and customer morale mean retaining great staff and earning repeat business.



Customer Satisfaction

Efficient communication means projects get delivered on time (or ahead of schedule), and issues along the way get resolved much faster,



Increased Productivity

Clear communication reduces the amount of rework, increases the contribution of each team member, improves the quality of project briefs and memos, and makes everything more organized.



Information Availability

Clear documentation leads to better access to the intellectual assets within the company. This is invaluable for brainstorming, solving problems and having client-facing conversations.



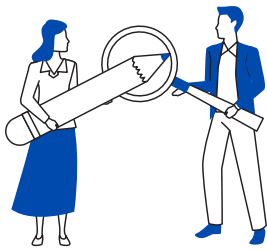
Project Managers & Sales team

Business Story Telling, Product Walk throughs, Project Scoping



Customer service teams, Fulfillment teams

Problem identification, Issue resolution, Customer assistance



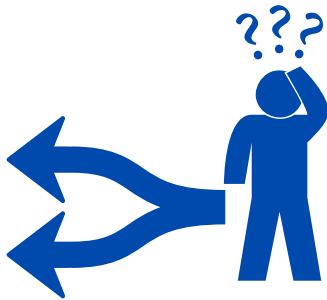
Entrepreneurs, Business owners

Presentation to investors, partners, collaborators



Tech teams who want to showcase their expertise

Craft articles, blogs, tech papers



People undergoing transition due to promotion, new jobs or returning to work after a break

Transition coaching, Professional Networking basics



Professionals who want to hone their communication skills

Energizing emails, Speak up, Presenting for impact, Clear communication



WE HAVE PROVEN PROGRAMS IN THESE SPECIALIZED AREAS

PROGRAM DURATION : 3- 5 WEEKS / 25 HRS

making professionals
mindfultalk.in
communicate better



SPEAK UP

**Articulate your ideas.
Refine your communication.**

Context is critical. Practice to structure your ideas and thoughts. Present them in a logical manner.

Refresh your Grammar. Practice using simple sentence constructs. Present with confidence. Feel Empowered as a Professional.



ENERGIZING EMAILS

Succinct. Crisp. Adapt to the audience and situation.

Words create magic. Use them optimally to get the point across. Learn how to keep the tone warm yet assertive in business communication.

Keep it simple and straightforward. Avoid TLDR.



PRESENTING WITH IMPACT

Persuade with your ideas. Make an impact.

Voice your ideas. Defend your position. Push the boundaries of your organization when you present.

Deliver compelling and memorable presentations for business to drive the positive changes that you desire.



TECHNICAL WRITING

Share technical understanding and learning.

Document your technical learning to signal expertise and thought leadership to prospects, customers and other stakeholders.

Share customer case studies, white papers, technical architecture for products for posterity.



LEADERSHIP COACHING

Be self-aware. Be mindful. Become resilient. Demonstrate empathy.

Practice mindfulness to be more self-aware and confident.

Participate in professional networking sessions.

Strengthen emotional muscle to deal with stress and seek feedback. Develop courage to deal with bias and unfairness.



STORYTELLING FOR BUSINESS

Project your company's achievements and capabilities for business.

Adapt the sharing according to the audience. Identify the right story for the occasion to make an impact.

Listen actively and question to understand intent and need. Use humour/stories/anecdotes to present your idea. Conclude strongly. Summarize to remind.



TRANSITION COACHING

Articulate your goals. Define your career plan.

Work on your plan with support from the organization and your peers. Identify areas of strength that you can rely on and work on the improvement areas.

Develop self-confidence and self-expression. Feel empowered as a professional. Join support network(s).



CLEAR COMMUNICATION

Be succinct. Be crisp. Adapt to the audience and situation.

Words create magic. Use them optimally to get the point across. Learn how to keep the tone warm yet assertive in business communication.

Keep it simple and straightforward. Avoid long-winded or emotional speeches.



STARTER KIT

Starter kit for professionals

Basics : Art of listening, questioning to seek clarity, documentation basics [MoM, status update]

Develop self-confidence and self-expression.

Highlight achievements, speak with diplomacy. Adapt to the audience.

WORKSHOPS [1-2 DAYS]

Engage your prospects
in a discussion

Gather user
specifications

Art of feedback



Conduct effective
meetings

Create reports : status,
project, meeting et al

Write emails that state
your intent

For specific programs, please contact us.

MINDFULTALK.IN THE PROCESS



Your Needs	Curriculum Outline	Coaching & Training	Checkpoints	Your invitation
We'll ask you some questions and uncover the best way we can help you.	We'll create a plan for you or your organization and share details of your training program.	You (or your organization) will get started with our proven system, starting with small wins that get quick results you can see, and ultimately reaching the goals you want to achieve.	Throughout the program we'll check your progress and open a discussion around the results you are seeing, to make sure we're meeting your needs. We'll also adjust the plan, if needed.	To carry your results forward, you'll have an opportunity to join our community for sustainable, long-term progress. This supports new areas you'd like to improve and new staff that you hire.

TESTIMONIALS



MITHUN IT PROFESSIONAL

Coachee

When this training started, I thought I wouldn't be able to achieve the goals. I was not confident to speak in front of a group. But I am able to do that now. I have started to chat with my colleagues in English and write emails without any help. I wrote 1-2 emails to the customer last week. This is the first time I am doing this. Also, I filled this questionnaire, all by myself - this is the biggest transformation from this program.

PRANTIK CHAKRABORTY WVF

Coachee

This coaching has been very useful to me. It has taught me communication skills for various workplace scenarios - sharing my thoughts in meetings and discussions, writing emails for work purposes, and presenting my work related status. It has also given me a feel of working in a team and to properly coordinate with the team. Overall this course has helped me gain knowledge of professional communication in a corporate environment.

SHIVA JAYAGOPAL, WINVINAYA FOUNDATION

Sponsor

"...what you have done is - more than the communication, you have given them[cohort members] lots of confidence to speak. I am definitely very happy with the progress we are seeing in all of them. This coaching in communication will have a bigger impact as it will help them grow in their career."

LAVANYA P, IT PROEFSSIONAL

Coachee

In the workshop I learned how to sequence my speech or presentation; the real time scenarios used during the training were very useful at work.

Take Your First Step: Call or Email Today And Tell Us About Your Business.

The sooner you improve your business communication, the sooner you unlock the revenue and growth you have been missing!

Get in touch for a no-cost consultation, and we will discuss your organization and discover the areas that we can help you. Even if you are not sure you need communication training, you should get in touch - we will help you find out if you do. Then we will get you on your way to a stronger, more collaborative organization!

Write an email or call us at:

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Business communication is beyond language - the ability to structure thoughts, ideas and suggestions and be able to deliver them powerfully to the audience is a skill. We believe this skill can be developed and honed.

We are an NSRCEL - IIM, Bangalore incubated enterprise that has helped organizations that need help with communication skills at all levels. Our core team consists of professionals, both from the education and information technology domains with a collective experience of 50+ years to make this vision a reality.



Latha Srinivasan

- 20 years in IT industry [Wipro, Deutsche s/w, New York Life, AT&T, Oracle Financials [i-flex], HCL]
- 10+ years entrepreneurship in the ed-tech space.



Seema Albal

- 15 years in IT industry [Infosys, IBM, Peer water exchange]
- 5+ years of entrepreneurship