



London TDM

# Administration and Office Management Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 01 February 2026 To 05 February 2026

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

Effective communication with senior management and stakeholders is crucial for driving organizational success and ensuring that strategic goals are aligned and achieved. This five-day course is designed to equip professionals with the essential communication skills needed to engage with senior executives and stakeholders effectively.

## Objectives

- Understand the dynamics of communication with senior management.
- Develop skills for effective stakeholder engagement.
- Learn techniques for persuasive and influential communication.
- Identify and overcome common barriers in executive-level communication.
- Enhance negotiation and presentation skills tailored for senior audiences.

## Course Outlines

### Day 1: Understanding Senior Management Communication

- Introduction to executive-level communication dynamics.
- Identifying the communication style of senior leaders.
- Building rapport with senior management.
- Customizing communication for senior audiences.
- Case study: Successful communication strategies.

### Day 2: Stakeholder Engagement Techniques

- Identifying key stakeholders and their communication needs.
- Strategies for engaging different types of stakeholders.
- Balancing transparency and confidentiality.
- Managing stakeholder expectations and relationships.
- Workshop: Developing a stakeholder communication plan.

### Day 3: Persuasive and Influential Communication

- Principles of persuasion in communication.
- Techniques for influencing decision-makers.
- The role of emotional intelligence in persuasive communication.
- Crafting messages that drive action and change.
- Role-play: Practicing persuasive communication scenarios.

### Day 4: Overcoming Barriers in Executive Communication

- Identifying common barriers in executive communication.
- Strategies for overcoming organizational silos.
- Navigating challenging conversations with senior leaders.
- Effective listening skills for understanding executive concerns.
- Group discussion: Problem-solving executive communication challenges.

## **Day 5: Enhancing Negotiation and Presentation Skills**

- Key negotiation tactics for dealing with senior management.
- Developing impactful presentations for executive audiences.
- Practice session: Delivering presentations to senior leaders.
- Utilizing data and analytics in executive presentations.
- Feedback and reflection on communication growth and insights gained.