



PROFESSIONAL DEVELOPMENT FOR WOMEN

Advanced Communication Skills for the Professional Woman

3 day course

Classroom, online or in-house

Course overview

Communication advice given to women often amounts to sounding more like somebody else, which trades one set of problems for another and rarely survives a difficult meeting. This course works on effect rather than style. Delegates work through structuring a point so it lands in the first sentence rather than after the context, writing that carries authority without hedging, and speaking in a meeting where interruption is routine. Specific techniques are practised for reclaiming an interrupted point and for handling a contribution restated by somebody else. Presenting to a senior audience and answering hostile questions follow. Difficult conversations including saying no, pushing back on a request and delivering criticism are covered. The course closes on adapting across cultures and seniority without losing your own voice.

What you will learn

- Structure a point so it lands in the first sentence
- Write with authority and remove hedging
- Speak effectively in meetings where interruption is routine
- Reclaim an interrupted point and address restated contributions
- Present to a senior audience and answer hostile questions
- Say no, push back and deliver criticism
- Adapt across cultures and seniority without losing your voice

Who should attend

- Professional women preparing reports, proposals, or briefings for senior audiences
- Technical specialists needing to communicate with non technical stakeholders
- Women in client facing, sales, or account management roles
- Team leads and coordinators who run regular meetings and briefings
- Professionals seeking to move from good to excellent business communication

Course outline

- 01 Effect rather than sounding like somebody else
- 02 Structuring a point to land first
- 03 Written authority and hedging
- 04 Speaking where interruption is routine
- 05 Reclaiming an interrupted point
- 06 Presenting to senior audiences
- 07 Hostile questions
- 08 Saying no, criticism and adapting across contexts

Upcoming dates



Dates	Venue	Format	Fee per delegate
14 to 16 October 2026	Online	Online	R6,500
2 to 4 November 2026	Kigali, Rwanda	Classroom	USD 995
11 to 13 November 2026	Nairobi, Kenya	Classroom	USD 995
16 to 18 December 2026	Gaborone, Botswana	Classroom	R14,950

Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriScience.co.za, or WhatsApp us on **+27 63 479 1136**.

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