

Module 01: Foundations of Professional Communication

- Communication challenges faced by professionals
- Clarity vs complexity in workplace communication
- Structuring thoughts using simple frameworks
- Speaking with purpose and intent

***Simulation Activity:** Introduce yourself as a subject expert in a professional setting

Module 02: Confidence & Presence

- Managing nervousness and mental blocks
- Voice, tone, and delivery techniques
- Building executive presence
- Communicating under pressure

***Simulation Activity:** Meeting participation exercise with live feedback

Module 03: Workplace & Business Communication

- Communicating ideas in meetings
- Explaining insights to senior stakeholders
- Structured storytelling for professionals
- Handling disagreement professionally

***Simulation Activity:** Team discussion and decision-making scenario

Module 4: Presentation & Influence Skills

- Structuring impactful presentations
- Simplifying technical information
- Audience engagement techniques
- Handling questions confidently

***Simulation Activity:** Mini presentation with recorded feedback

Module 5: AI-Assisted Communication (Practical Lab)

- Using AI tools as communication support assistants
- Convert complex ideas into clear summaries
- Prepare speaking outlines using AI
- Practice interviews and presentations with AI prompts
- Refine professional messaging responsibly

***Simulation Activity:** AI-supported presentation preparation and delivery