

Business Communication for Effective Workplace Excellence

17 March 2026 10:00 AM - 17 March 2026 05:00 PM

Brief Overview:

MMA's Flagship - Business Communication for Effective Workplace Excellence

Date : 17-03-2026, Tuesday

Time : 10:00 AM - 5:00 PM.

Venue : Madras Management Center, Chennai

Effective communication is the foundation of professional success and organisational excellence. The Business Communication for Workplace Excellence programme is a comprehensive, practical training designed to equip professionals with essential verbal, written, and interpersonal communication skills required to thrive in today's workplace.

This highly interactive programme focuses on improving clarity, confidence, and professionalism in everyday business interactions, from emails and meetings to presentations and workplace conversations. Participants will gain the tools and techniques needed to communicate effectively with seniors, peers, clients, and teams, while enhancing their executive presence and professional impact.

Session content:

- 1. Opening & Context Setting
 - 2. Professional Verbal Communication
 - 3. Business Email & Written Communication
 - 4. Effective Workplace Conversations & Interpersonal Skills
 - 5. Presentation & Meeting Communication
 - 6. Body Language & Executive Presence
 - 7. Action Planning & Wrap-up
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For Whom:

- THIS PROGRAM IS FOR JUNIOR - MID LEVEL PROFESSIONALS
 - Team leads
 - Managers in Sales, Marketing, HR & Admin
 - Executives in Sales, Marketing, HR & Admin
 - New Joiners & Aspiring Leaders across teams

Key Takeaways:

By the end of the programme, participants will demonstrate:

- Improved confidence in workplace communication
- Enhanced professionalism in emails and conversations
- Stronger presentation and meeting skills
- Better interpersonal effectiveness
- Increased executive presence and credibility

Facilitator profile:

Ms. Leela Pal Chaudhuri

Leela Pal Chaudhuri is a Communication Specialist, Corporate Trainer, and Consultant with over three decades of experience spanning business communication, project management, human resources, and Genetic Brain Profile counselling. She holds a Master's degree in English Literature and has worked extensively with corporate teams across technology, services, and knowledge-driven organisations.

Her professional journey includes senior leadership roles in Human Resources and Communications, as well as over 12 years as an independent consultant, where she has designed and delivered Business Communication and Soft Skills programs aligned to real workplace challenges. Her work bridges clarity of thought, precision of language, and impact-driven communication—whether in emails, presentations, meetings, or stakeholder interactions.

Known for her practical, engaging, and insight-led training style, she draws from deep corporate

experience, instructional design expertise, and a strong understanding of human behaviour. Her approach is further shaped by her work in coaching and counselling, enabling participants to communicate with confidence, intent, and authenticity.

She has worked with diverse teams and leadership groups, bringing a grounded, relevant, and immediately applicable perspective to business communication in today's professional environment.

Fee Details:

- **Fee Details**
- Member amount : Rs 2596.00- (Including 18%GST)
- Non Member amount : Rs 0.00- (Including 18%GST)
- Total Member count :