



www.clearspeakgcc.com

CLEAR SPEAK GCC

CLEAR COMMUNICATION, CLEAR RESULTS

WORKSHOP TOPICS 2026-2027

ENHANCING YOUR COMMUNICATION SKILLS

Prepared By:

Robyn Albers

These workshops are designed for business professionals in the GCC region. Topics include speaking skills, effective presentation skills, networking skills, interview success, email communication, and cross-cultural etiquette. Workshops emphasize inclusivity, leadership, and professional growth. Led by Robyn Albers, owner of Clear Speak GCC Consulting, these sessions promise practical insights and hands-on learning. Tailored to meet the diverse needs of professionals, these workshops align with the mission to build success and support professionals across the region.

WORKSHOPS ON SPEAKING SKILLS

Workshop 1: Executive Presence: Leadership Development

Learning Outcomes:

- Use voice and breathing techniques to project confidence.
- Practice techniques for powerful nonverbal communication.
- Enhance word choice to convey professionalism.
- Develop self-awareness and confidence.
- Overcome barriers and biases.

Workshop 2: Think Fast, Speak Smart: Impromptu Speaking for Business

Learning Outcomes:

- Develop techniques for pausing before responding.
- Structure answers to impromptu questions.
- Use supporting information to strengthen responses.
- Deliver impromptu answers with clarity.
- Practice handling impromptu questions.

Workshop 3: Interview Excellence: Clear and Structured Answers

Learning Outcomes:

- Understand the importance of clear responses in media interviews.
- Prepare effective elevator pitches.
- Use the STAR (Situation, Task, Action, Result) approach.
- Use the PEEL (Point, Explanation, Example, Link) approach.
- Make a strong impression in media interviews.



WORKSHOPS ON PRESENTATION SKILLS

Workshop 4: Business Speaking: Presentation Structure and Storytelling

Learning Outcomes:

- Understand the importance of a strong introduction.
- Structure the body of a presentation effectively.
- Use storytelling as a tool for audience engagement.
- Conclude presentations to leave a lasting impression.
- Deliver presentations that are engaging and impactful.

Workshop 5: Commanding the Stage: Strategies for Delivering Engaging Presentations

Learning Outcomes:

- Calm nerves and project confidence on stage.
- Use body language, eye contact, and tone to engage the audience.
- Use strategic pauses for emphasis.
- Gain practical experience by presenting to an audience.



WORKSHOPS ON NETWORKING

Workshop 6: Pitch Like a Pro: Elevator Pitch Perfection

Learning Outcomes:

- Understand the importance of an elevator pitch.
- Learn techniques for crafting a concise and compelling pitch.
- Receive feedback on refining and polishing your pitch.
- Develop strategies for adapting your pitch to different audiences.

Workshop 8: Networking: Etiquette and Confidence for Professional Success

Learning Outcomes:

- Understand the importance of networking etiquette.
- Learn techniques for exchanging contact details and maintaining connections.
- Forge meaningful connections through active listening and engagement.
- Develop strategies for following up with contacts.
- Practice networking skills in a supportive environment.

Workshop 7: Deliver with Impact: Elevator Pitch Delivery and Showcase

Learning Outcomes:

- Understand the importance of delivery elements such as eye contact, body language, and voice modulation.
- Adjust delivery to suit different audience preferences.
- Tailor pitch content and delivery style to resonate with audiences.
- Practice delivery strategies to build confidence.
- Showcase refined delivery skills during a networking session.

Workshop 9: LinkedIn Launchpad: Building Your Professional Presence Online

Learning Outcomes:

- Understand the importance of a well-crafted LinkedIn profile.
- Create and optimize a LinkedIn profile.
- Connect with relevant professionals and expand your network.
- Share posts and engage with your LinkedIn network.
- Track and measure success on LinkedIn using analytics.

WORKSHOPS ON INTERCULTURAL SKILLS

Workshop 10: Bridging Cultures: Navigating Intercultural Communication

Learning Outcomes:

- Understand that culture is learned.
- Identify and appreciate cultural differences.
- Gain awareness of your own communication style.
- Adapt communication styles to engage with different cultures.
- Enhance cultural sensitivity and competence.

Workshop 12: Strategies for Effective and Inclusive Business Meetings

Learning Outcomes:

- Promote business etiquette in meetings.
- Learn to speak concisely and to the point
- Understand the importance of inclusivity and diversity.
- Facilitate discussions that encourage participation.
- Ensure vocal participants do not dominate conversations.
- Create a safe and inclusive environment.
- Manage meetings to achieve desired outcomes

Workshop 11: Savor Success: Business Dining Etiquette

Learning Outcomes:

- Understand the fundamentals of Western dining etiquette.
- Navigate formal dining settings.
- Make a positive impression during networking events.
- Apply dining etiquette skills in a real-life setting.



WORKSHOPS ON WRITING

Workshop 13: Email Essentials: Strategies for Standout Communication

Learning Objectives:

- Understand the importance of effective subject lines.
- Learn techniques for writing clear and engaging opening lines.
- Structure email content for clarity and impact.
- Develop skills in crafting concise and effective closing lines.
- Gain confidence in creating emails that communicate messages effectively.

Workshop 15: Client Connections: Writing Client-Focused Emails

Learning Outcomes:

- Understand the importance of a client-focused perspective.
- Learn techniques for incorporating "you language" to engage clients.
- Develop strategies for delivering news that resonates with clients.
- Craft emails that prioritize client needs and preferences.

Workshop 14: Bridging Borders: Cross-Cultural Email Etiquette

Learning Objectives:

- Gain awareness of cultural differences in email greetings.
- Learn strategies for delivering news sensitively across cultures.
- Adjust email tone and content based on high and low-context communication styles.
- Enhance cross-cultural communication competence.

Workshop 16: Gratitude in Business: Strengthening Client Bonds

Learning Outcomes:

- Recognize the necessity of appreciating clients.
- Identify clients deserving of recognition.
- Craft and deliver meaningful thank-you messages.
- Use the THANX acronym to express gratitude effectively.
- Reflect on the impact of client appreciation efforts.

TRAINING OPTIONS

INDIVIDUAL WORKSHOPS

90-Minute Workshops

This focused session provides an in-depth exploration of essential communication skills tailored to your specific needs. Over 90 minutes, participants will engage in interactive activities designed to enhance their abilities in areas such as presentation delivery, public speaking, or intercultural communication. This format is ideal for professionals seeking to sharpen a particular skill set in a short, intensive period.

HALF-DAY WORKSHOP

3 -3.5 hours

Our half-day workshop offers an immersive experience, allowing for a more comprehensive exploration of topics crucial to your professional development. Lasting approximately 3 to 3.5 hours, this session is structured to provide both theoretical insights and practical exercises. Participants will leave with actionable strategies and a deeper understanding of key concepts, making this option perfect for teams looking to implement significant improvements in communication, leadership, or etiquette.

FULL-DAY WORKSHOP

6 hours

The full-day workshop is designed for those committed to mastering complex communication skills and achieving lasting results. Participants will delve deep into their chosen topic, with ample time for hands-on practice, peer feedback, and personalized coaching. This comprehensive format is ideal for organizations aiming to foster significant growth in their teams, covering topics such as executive presence, cross-cultural communication, and advanced public speaking.



PROFILE: LEAD CONSULTANT

ROBYN ALBERS: OWNER AND LEAD CONSULTANT



Robyn Albers is a trusted advisor and communication specialist who works with senior executives and emerging leaders across the UAE to elevate their presence and performance through powerful, strategic communication. With clients including Miral's executive team, the Abu Dhabi Executive Office, Allianz Trade, major UAE banks, and leaders within Mubadala, Robyn brings a deep understanding of executive-level expectations and the nuances of high-stakes messaging.

As the founder of Clear Speak GCC, Robyn brings over 25 years of experience in communication, education, and public speaking to her work. Known for her warm, insightful, and results-driven coaching style, she helps professionals, particularly rising female executives, find their authentic voice, step into greater visibility as leaders. Whether speaking on stage, presenting in the boardroom, or navigating high-stakes conversations, Robyn empowers her clients to communicate with clarity, credibility, and impact.

“ FEEDBACK FROM CLIENTS



TAGHRID ALSAEED

Executive Director of Marketing, Communications & Events, Miral

“Working with Robyn has been an invaluable experience. She has a unique ability to analyze and personalize her training to suit each individual's needs. One of the most impactful lessons I learned was how to truly understand and engage my audience — a skill that has transformed the way I prepare for and deliver presentations. Robyn also introduced me to AI-driven tools that extend the value of the training beyond our sessions. These tools significantly improved my negotiation skills and boosted my confidence when engaging with senior stakeholders.

For any executive preparing for high-stakes presentations or negotiations, I would highly recommend Robyn. She not only sheds light on blind spots but also develops your skills in a way that is both practical and empowering. Her approach goes beyond technique, it's about building presence, confidence, and lasting capability.”





COMMUNICATE WITH CONFIDENCE

Clear Communication: Clear Results

CONNECT WITH US

-  [WhatsApp](#)
-  [Instagram](#)
-  [Website](#)

-  [LinkedIn](#)

-  [Facebook](#)

