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COURSE BROCHURE

High Impact Business Communication with AI Drafting Course

15 – 19 February 2027
Singapore

High Impact Business Communication with AI Drafting Course

Ref: 1428_53244 **Date:** 15 – 19 February 2027 **Location:** Singapore **Fees:** 9300 GBP

High Impact Business Communication with AI Drafting is a 1-week training course for managers and professionals who write briefs, present findings and negotiate positions, and it produces an Executive Message Kit for one live decision. Writing and presentation assistants now produce first drafts in seconds, yet senior readers still judge every message on accuracy, brevity and intent. Jupiter Prime Training runs this course on High Impact Business Communication with AI Drafting.

Why High Impact Business Communication with AI Drafting Matters Now

Three pressures meet in every inbox and boardroom. Executives receive more material than they can read and reward the sender who states the ask in the first lines. Drafting assistants make fluent text cheap, so plausible errors, invented figures and flat generic tone spread faster than before. Organisations that pair AI speed with human judgement shorten decision cycles and protect credibility; those that forward raw drafts erode trust with every message. The course uses the NIST AI Risk Management Framework AI RMF and ISO/IEC 42001 as reference points for responsible use of generative drafting tools.

Who Gains Most from High Impact Business Communication with AI Drafting

- Professionals who prepare decision papers for senior leaders
- Managers who present quarterly results, proposals or project status to executive audiences
- Specialists who negotiate terms with clients, suppliers or partners by email and in meetings
- Staff who turn technical findings into plain messages for non-specialist readers
- Team leads who set house style and approve drafts produced with AI assistants

A department gains most when its report writers and presenters attend together.

High Impact Business Communication with AI Drafting Capabilities

Participants leave able to steer a drafting assistant toward a clear executive ask and verify what it returns.

- Design prompts that set audience, purpose, tone and length for a business draft — executive readers
- Apply the pyramid principle to restructure AI drafts around the main ask — decision makers
- Test every claim, figure and quotation in an AI draft against source material — credibility with clients and boards
- Weigh tone, register and cultural cues when tailoring one message for several audiences — partners and stakeholders
- Build slide narratives and speaker notes from a written brief with assistant support — presentation audiences
- Communicate negotiation positions with prepared concessions and fallback wording — counterparties

Key High Impact Business Communication with AI Drafting Terms

- Prompt brief — a short instruction set giving an assistant the audience, purpose, facts and format a draft must follow.
- Pyramid principle — a structure that states the conclusion first, then groups supporting arguments beneath it.
- Hallucination — confident text from a language model that is not supported by any source or fact.
- Bottom line up front — opening a message with the decision or request so busy readers act quickly.
- Style guide — agreed rules on tone, terms, formatting and spelling that keep an organisation's messages consistent.
- Source trail — a record linking each figure or claim in a draft to the document it came from.

High Impact Business Communication with AI Drafting Day by Day

Day 1: Executive Readers and Assistant Capabilities

- Executive Attention Patterns — What Senior Readers Scan First
- Writing Assistant Strengths and Limits — Where Human Judgement Stays Essential
- Audience and Purpose Canvas — Choosing Message Goal Before Drafting
- NIST AI RMF Trust Characteristics — Accuracy and Accountability in Drafting
- Organisational Style Guide Audit — Setting Rules for Assisted Writing

Day 2: Prompting for Clarity and Tone

- Prompt Brief Templates — Audience, Purpose, Facts and Format
- Tone and Register Controls — Formal, Neutral and Persuasive Variants
- Iterative Refinement Loops — Asking Assistants to Shorten and Sharpen
- Pyramid Principle Restructuring — Leading Drafts With the Main Ask
- Plain Language Editing — Removing Jargon for Non-Specialist Readers

Day 3: Verifying and Tailoring AI Drafts

- Fact Checking Protocol — Tracing Figures to Their Source Documents
- Hallucination Spotting Drills — Flagging Unsupported Claims and Quotes
- Confidentiality Screening — Deciding What Never Enters a Prompt
- Multi-Audience Versioning — One Message for Board, Staff and Clients
- Cross-Cultural Phrasing Choices — Respectful Tone for International Partners

Day 4: Presentations, Reports and Negotiation Messages

- Slide Storyline Generation — From Written Brief to Narrative Arc
- Data Visual Captions — Stating the Insight Each Chart Shows
- Report Executive Summaries — One Page That Carries the Decision
- Negotiation Email Sequences — Positions, Concessions and Fallback Wording
- Retail and Engineering Cases — Briefing Leaders Under Time Pressure

Day 5: Practising the Executive Message Kit

- Prompt Brief Rehearsal — Applying Tone Controls to a Live Topic
- Draft Verification Exercise — Applying the Fact Checking Protocol
- Versioned Message Set — Applying Multi-Audience Tailoring to One Decision
- Peer Critique Round — Scoring Clarity, Brevity and Credibility
- Executive Message Kit — Completing Brief, Slides and Summary

Applying High Impact Business Communication with AI Drafting After the Course

- Rewrite one recurring report with a prompt brief and fact checking protocol.
- Propose a short assisted-writing section for the team style guide covering prompts, confidentiality and source trails.

High Impact Business Communication with AI Drafting Questions FAQ

What is High Impact Business Communication with AI Drafting and why does it matter now?

It is the practice of using writing assistants to draft executive messages, then editing and verifying them so they stay accurate and persuasive. It matters now because fluent drafts are cheap, while errors and generic tone cost credibility.

Which roles gain most from High Impact Business Communication with AI Drafting?

Report writers, presenters, negotiators and team leads who approve drafts gain most.

How does High Impact Business Communication with AI Drafting differ from a general communication skills course?

It centres on drafting with AI assistants. A general communication course covers presence and persuasion; this course adds prompt briefs, fact checking of generated text and versioning one message for several audiences.

What do you bring back from High Impact Business Communication with AI Drafting?

You bring back an Executive Message Kit for one real decision: a prompt brief, a verified written summary and a slide storyline.

High Impact Business Communication with AI Drafting: The Way Forward

The Executive Message Kit gives a participant a tested route from rough idea to verified executive message. Its first use is a pending proposal that needs a decision. Revisit the prompt brief after the first round of reader feedback, when senior questions show where clarity still slips.