



Trainee's View:

"I have learned a lot in the training. I wish to thank you for the great time. How I wish all personnel of Tadmur would have the chance of attending such kind of Training with you as a trainer. The training /seminar would not be valuable and effective if somebody will facilitate it. You are simply a "perfect trainer."

A trainee from Tadmur Contracting & Trading, Doha, Qatar

Registration:

Please email to training@shahzadtc.com for nomination.

Fee:

Please email to training@shahzadtc.com.

Shahzad Training & Consulting International

KSA Office:

P.O. Box 231719, Riyadh 11321, KSA
Fax: +966 (1) 2050081

Registered Office:

E-29 Block 4, Gulshan Iqbal, Karachi, Pakistan
Tel: +92 (21) 5455173
Fax: +92 (21) 4960459

Website:

www.shahzadtc.com

Language: English

Duration: 1 ½ - 1 ¾ Days

Target Audience: All managers and staff

It is imperative to have effective communication to deliver business results. This includes verbal communication in the form of informal discussion or a formal meeting or a presentation, as well as written communication be it a simple email for a long report.

Communication Skills is an extremely practical training which will help you learn techniques for verbal and written communication and to practice these techniques and to immediately put to use.

Training Objectives:

Writing Skills

- To provide you with the writing process.
- To provide you with the pre-work needed for effective writing i.e. outlining objectives and writing for your audience.
- To give you guidelines for choosing words, writing sentences and paragraphs.

Presentation Skills

- To help you prepare and deliver more effective presentations.
- To show you how to select the most appropriate visual aids.
- To teach you how to build a well-structured presentation.
- To develop your skills in building rapport with your audience.

Effective Meeting Skills

- To use meetings effectively,
- To prepare for a meeting,
- To attend a meeting, and
- To chair a meeting.

Practical Aspects:

Writing Skills

- Guideline Tables for Choosing Words, Writing Sentences, and Formulation Paragraphs
- Real life formats and examples.
- Group activities for preparing formats and presentation

Presentation Skills

- Guideline table for preparing effective presentations
- Guideline table for delivering effective presentations

Effective Meeting Skills

- Formats for researching attendees
- Formats for meeting agenda and minutes
- Process to follow up meeting minutes till completion

Trainer

Ahsan S. Razzaq, Managing Director of Shahzad Training & Consulting International, holds Bachelors and Masters Degrees in Mechanical Engineering from Kansas State University, USA. Ahsan possesses over twelve years of work experience from companies like Procter & Gamble and Henkel in Karachi, Jeddah and Riyadh. He has conducted many trainings on this subject in Riyadh, Karachi and Doha.