



*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.

**Communicating Effectively 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

*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:

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## Fee:

## Dates:

## Venue:

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