



Client's Views

"The early results of the **courses** run by you are very promising. The teaching material and method used is simple to understand, and practical, so that attendees can readily identify with both the problem and solution in a way that is remembered and used in their daily work." **General Manager, Gulf Carton Factory, Al-Ahsa, Saudi Arabia**

Please email to training@shahzadtc.com for nomination and payment details

Shahzad Training & Consulting International (STCI)

MD's Office:

P.O. Box 231719, Riyadh 11321, Saudi Arabia.
Fax: +966 (11) 2050081
Mobile: +966 (56) 5103286
md@shahzadtc.com
www.shahzadtc.com

Registered Office:

E-29 Block 4, Gulshan Iqbal, Karachi, Pakistan
Tel: +92 (21) 32438164
Fax: +92 (21) 34960459



Language: English

Duration: 1 ½ - 1 ¾ Days

Target Audience: All managers and staff

It is essential 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, practice them and put them to use in real life situations immediately when required.

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 the correct vocabulary, 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 teach you to use meetings effectively,
- To help you learn how to prepare for a meeting,
- To show you the accurate way to attend a meeting, and
- To qualify you to be able to chair a meeting.

Practical Aspects:

Writing Skills

- Guideline Tables for Choosing Words, Writing Sentences, and Formulating Paragraphs
- Real life formats and examples
- Group activities for preparing formats and presentations

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 STCI, possess over 23 years of work experience in Supply Chain Management from companies like Procter & Gamble, Henkel, and Olayan Group in Pakistan and GCC. During his tenure at Olayan Group, his responsibilities included providing supply chain operational excellence support, centrally purchasing commonly purchased non-productive items, dealing with key customers for FMCG sectors and supporting implementation of Quality, Health & Safety and Environment (QHSE) management systems for all Olayan group operating companies. Prior to joining Olayan, Ahsan held the following positions of Planning & Purchasing Director, Riyadh, Saudi Arabia, for Henkel Saudi Arabia, and several supply chain position with Procter & Gamble (P&G) in Pakistan and Saudi Arabia. Ahsan studied Mechanical Engineering at Kansas State University, Kansas, USA and completed his Bachelor's Degree in 1992 and Master's degree in 1993. Ahsan is also certified auditor for Quality Management System (ISO 9001), Occupational Health & Safety Management System (ISO 18001) and Environmental Management System (ISO 14001).