



Client's Views

“Thank you for your kind e-mail. All my colleagues were impressed by the training courses and they look for more.” **General Manager, Middle East Agriculture Co., Riyadh, Saudi Arabia**

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

Leading Effective Meetings is an extremely practical training which will help you learn techniques for effective meetings, practice all these techniques and put them to use to ensure meetings deliver productive outputs.

Training Objectives:

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

Practical Aspects:

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

Sneak Preview:

Minutes of Meeting

Meeting Title:			
Date:			
Time:			
Attendees:			
Action Steps (SMART)	Who?	When?	Status

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).

