



WORKSHOP ON “COMMUNICATION AND PRESENTATION SKILLS”

APRIL 14-16 2014, ISLAMABAD



Good communication skills are integral for any profession. Effective communication reflects in terms of managing good working relationships and increased customer satisfaction. Effective communication increases trust between the client and the organization. Often, many conflicts arise at work place only due to miscommunication.

As development practitioner, people need to understand the barriers to effective communication ranging from personal attitudes to the limitations placed on employees by the organisational structures where they work. This workshop focuses on communication needs of modern day professionals regardless of which field they belong to, and techniques they can learn to communicate and present them effectively.

OBJECTIVES:

Participants will be able to:

- Understand the need and importance of effective communication for a successful life
- Speak with more confidence and listen carefully to build rapport
- Build understanding of body language for an effective communicator
- Understand and deal with the cultural and societal differences.
- Have the confidence to make more of an impact on audience through different communication channels.

METHODOLOGY:

Practice and rehearsal is the key to improving communication and presentation skills. Therefore, participants' competence will be enhanced through trainer's presentations, followed by practice. Participants will also engage in various exercises, role plays and games during the workshop.

COURSE OUTLINE:

The workshop will cover the following topics:

- Understanding the communication process.
- Attributes of successful interpersonal communication
- Different communication styles and their impact on understanding, clarity, respect & harmony
- Communication and cultural diversity
- Hearing beyond the words - identifying fear, feelings & emotions, not just facts
- body language & voice tone and their impact on the feelings you generate
- Avoiding common communication pitfalls and barriers
- Presentation skills - Presenting your case
- What It Looks Like: The Structure of a successful presentation
- Understanding audience differences
- How and when to use humour
- Know-It-Alls, Talkers, and Bullies: Managing Hecklers
- Using different communications aids effectively

TRAINING FEE:

Training fee for this course is Rs. 20,000 (covering cost for training material, resource person, lunch and two teas during training) with the details of discounts as follows:

- Registering more than two participants enable you to avail discount of 10% on each participant.
- Registering more than five participants enable you to avail one participant free of training cost.

REGISTRATION:

For registration, please download the registration form from our website (www.hrlc.org.pk) and send it to Mr. Hassan Javaid Training & Capacity Building Associate at hassan.hrlc@gmail.com or call him on 0334-5494717 or 051- 4900485-6.