

OVERVIEW:

National Productivity Organization, Ministry of Industries & Production, a liaison office of Asian Productivity Organization (APO) Tokyo, Japan announces 03-hours online session on "Effective Communication Skills"

Effective Communication Skills can help a professional to excel in all capacities. Within teams, cross-functionally, up, down, across, and beyond our organizations, one should be able to communicate in order to inform, influence, and learn from one another. Professional need to learn the ability to express needs directly, share information appropriately, solicit information, listen to others, and advocate positions, all while building and maintaining strong relationships.

POTENTIAL PARTICIPANTS:

- Senior Management
- Middle Management
- Team Leaders
- Supervisors

LEARNING OBJECTIVES:

This online workshop is a highly interactive and discussion centered workshop designed to develop the most vital skill for a professional at any level.

COURSE CONTENTS:

- **Introduction**
 - ✓ Describing the objectives of the workshop
 - ✓ Aligning the desired outcomes with participant's expectations
- **Areas to be Covered**
 - ✓ Personal Communication SWOT Analysis
 - ✓ Empathy and Environment - Emotional Intelligence
 - ✓ Active Listening
 - ✓ Non-verbal Communication
 - ✓ Overview of Written Communication
 - ✓ Effective Presentations
 - ✓ Building relationships through Effective Interpersonal Communication
- **Q & A Session**

REGISTRATION DEADLINE: September 23, 2020

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Investment: PKR 500/-

RESOURCE PERSON:

UMAR HASSAN

Mr. Umar Hassan is a faculty member and a trainer specialized in the area of Leadership, Organizational Behavior and Strategic Management. In his 15 years of professional experience, he has delivered sessions for diverse audiences including students and professionals of different organizations. His command on the subject area, his exemplary interpersonal skills and interactive nature of the sessions make him a trainer that has contributed in learning for many years. He is currently heading the undergraduate program in The Department of Management Sciences at COMSATS University Islamabad, Abbottabad campus.

