



**National Productivity Organization**  
**Announces 1 Day Program (26th February 2018)**



**“Presentation Skills”**

National Productivity Organization, Ministry of Industries is pleased to announce a one day training program on “Presentation Skills”. At workplace we are often need to present our ideas, solutions or services to seniors, colleagues or clients. Delivering client sales pitches, making presentations to senior managers or contributing to formal meetings could be dismaying & frustrating. The program is designed to enable the participants to communicate effectively in all situations, at all levels, helps people develop harmonious, successful working relationships and is the foundation of a successful career. strong communication skills at all levels are crucial.

**EXPERT TRAINER**

**Omer Alghazali**

Omer Alghazali is an energetic, motivated & enthusiastic professional. He possesses more than 26 years of experience in Designing, Conducting, Monitoring & Evaluating Education/Training Programs, Human Efficiency, Designing and developing learning contents, writing books etc.

He has proven track record of improving organizational productivity in various multinational and national public, private and service sectors organizations both in Pakistan and abroad. He has conducted programs in Malaysia, Thailand, Bangladesh, Germany, India, Sri Lanka and Pakistan in TQM, Human Capital Development, Lean Management, 5S, Organizational Development, Operations Management and Productivity Tools/Skills.

**WHO SHOULD**

**ATTEND**

Managers/ Assistant Managers/ Executives from Sales/marketing/ finance departments and Professionals interested to practice hands on skills.

**PROFESSIONAL IMPACT**

Participants will be equipped to:

- Work effectively within their team, with clients and suppliers
- Reduce conflict
- Improve productivity and enjoyment.

**PROGRAM CONTENTS**

This training course covers the following Importance of communication

- ⇒ Effective/active listening skills
- ⇒ Communication skills
- ⇒ Verbal communication
- ⇒ Non verbal communication
- ⇒ Barriers in effective communication
- ⇒ Written communication with a particular focus on emails, proposals and texts
- ⇒ Telephone etiquettes

**Workshop FEE : PKR 6,000/-**

(includes Certificate, Lunch & Course Material)

**PROGRAM TIMING** 9:30-3:30 PM

**VENUE:** NPO-Lahore

**Registration Deadline 23rd Feb. 2018**

For Further Queries, Please Contact:

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