

Course # 1
ORAL COMMUNICATION SKILLS

Course # 2
PRESENTATION SKILLS

Course # 3
BUSINESS/WRITING SKILLS



WORKSHOP INVESTMENT
(for single course):

12,500/-

(Exclusive of GST)

COMBO WORKSHOP
INVESTMENT

(for all course):

35,000/-

(Exclusive of GST)

Course # 1
Oral Communication Skills

Date & Venue:

21 June in Movenpick Hotel Karachi

28 June in Royal Palm Lahore

Course # 2
Presentation Skills

Date & Venue:

22 June in Movenpick Hotel Karachi

29 June in Royal Palm Lahore

Course # 3
Business / Writing Skills

Date & Venue:

23 June in Movenpick Hotel Karachi

30 June in Royal Palm Lahore



Course # 1 ORAL COMMUNICATION SKILLS

Date & Venue:

21 June in Movenpick Hotel Karachi
28 June in Royal Palm Lahore

Workshop Investment:

12,500/- Exclusive of GST
Timing: 9:00am to 3:00pm

Course Overview:

This power packed Oral Communications Training Course helps people communicate effectively, appropriately and clearly in all situations. This is a great course for everyone as the benefits can have a positive effect on every aspect of their life. Learn to understand how you communicate, how others communicate and adjust to meet their needs.

This will help them receive your message more clearly and improve relationships in general. If you have never completed a Communications Course of this type you are missing out on awareness and understanding of

fundamental concepts that can have a profound effect on your life and success in the workplace.

Who Should Attend?

It's a must attend for Everyone!

Methodology

The course will be based on lot of practical examples, group and individual exercises, case studies and activities.

Course Contents:

1. Getting to know yourself & Others
 - What is your personality type and what are other personality types out there?
 - What are the communication preferences?
 - What are the communication tendencies?
2. Making allowance for others choice and circumstance
 - Consider your approach:
 - What is the receiver's choice?
 - What type of message are you delivering?
 - Is sensitivity, personal touch, speed, evidence, privacy or public acknowledgement most important?
 - Develop strategies for future application
3. Understanding Communication Barriers
 - An Overview of Common Barriers
 - Language Barriers
 - Cultural Barriers
 - Differences in Time and Place
4. Para verbal Communication Skills
 - The Power of Pitch
 - The Truth about Tone
 - The Strength of Speed
5. Non-Verbal Communication
 - Understanding the Mehrabian Study
 - All About Body Language
 - Interpreting Gestures
6. Speaking Like a S.T.A.R.
 - S = Situation
 - T = Task
 - A = Action
 - R = Result
 - Summary
7. Active Listening Skills
 - Seven Ways to Listen Better Today
 - Understanding Active Listening
 - Sending Good Signals to Others
8. Asking Good Questions
 - Open Questions
 - Closed Questions
 - Probing Questions
9. Mastering the Art of Conversation
 - Level One: Discussing General Topics
 - Level Two: Sharing Ideas and Perspectives
 - Level Three: Sharing Personal Experiences
 - Our Top Networking Tips



Course #2 **PRESENTATION SKILLS**

Date & Venue:
22 June in Movenpick Hotel Karachi
29 June in Royal Palm Lahore

Workshop Investment:
12,500/- Exclusive of GST
Timing: 9:00am to 3:00pm

Course Overview:

Good information, great ideas or the best proposal only gets you half way. To be a successful professional presenter you need to be able to capture your audience and take them on your journey using effective presentations.

Positioning yourself and your ideas in a consistently positive and professional manner enables you to make a professional impression — the first time and every time. Raw information is logical but being logical does not capture anyone's attention for too long. Persuasive presentations start with raw information, opinions are added, colored with imagery, and given personality. The more of the mind you tickle, the more retention and motivation you reap.

This Presentation Skills Training Program will teach you how to prepare quickly, utilize the best method for delivering your message, and maintain audience interest at all times.

Who Should Attend?

It's a must attend for Everyone!

Methodology

The course will be based on lot of practical examples, group and individual exercises, case studies and activities.

Course Contents:

1. Creating the Program
 - Performing a needs analysis
 - Writing the basic outline
 - Researching, writing and editing
2. Choosing your Delivery Methods
 - Basic methods
 - Advanced methods
 - Basic criteria to consider
3. Overcoming Nervousness
 - A Word from the boss
 - Preparing mentally
 - Physical relaxation techniques
 - Appearing confident in front of the crowd
4. Creating Fantastic Flip Charts
 - Required tools
 - The advantages of pre-writing
 - Using colours appropriately
5. Creating Compelling PowerPoint Presentations
 - Required tools
 - Tips and tricks
 - Creating a 'Plan B'
6. WOW your Audience with the Whiteboard
 - Traditional and electronic whiteboards
 - Required tools
 - Using colours appropriately
7. Vibrant Videos and Amazing Audio
 - Required tools
 - Tips and tricks
8. Pumping it up a Notch
 - Make them laugh a little
 - Ask them a question
 - Encouraging discussion
 - Dealing with questions



Course # 3 **BUSINESS/WRITING SKILLS**

Date & Venue:
23 June in Movenpick Hotel Karachi
30 June in Royal Palm Lahore

Workshop Investment:
12,500/- Exclusive of GST
Timing: 9:00am to 3:00pm

Course Overview:

When you write business correspondence or document you can be at a disadvantage because you are writing in a foreign language. Even if you have been taught English well – you may not have learned the subtleties and nuances of communicating well in a business environment.

This course covers the most important rules of Business English usage, but concentrates on the things that non-native English writers struggle with. We will look at the kind of clichés that are common in business usage, and cover many of the standard phrases you may typically come across in day-to-day work.

This course will give you the skills to communicate with confidence in English and improve the perception your superiors and clients have of your abilities.

Who Should Attend?

Anyone and everyone who are looking to updating their business English.

Methodology

The course will be based on lot of practical examples, group and individual exercises, case studies and activities.

Course Contents:

1. Basic English overview
 - Homonyms
 - Use of punctuation marks
 - Commonly misspelled words
2. Grammar – why it matters
 - Why bad writing can wreck your career!
 - Some examples of bad grammar from native and non-native speakers
3. Choosing your words
 - Commonly confused words, Things that make some people cross!
 - Getting the most from Word tools
4. Everyday versus formal usage
 - Everyday usage changes very quickly – it can be hard to stay on top of slang
 - Regional variations
 - Formal usage can be easier to understand
5. Commonly used terms and expressions
 - Business-related usage
 - Frequently-encountered abbreviations
 - American versus British usage
6. Some hints on proofreading
 - It's important to check your documents before you send them out. We look at why it's so hard to see mistakes in your own work and how you can overcome this.

Course Facilitator for Lahore



Gul-e-Zehra Aatif

Certified Trainer from UAE
& Presentation Specialist

Gul-E-Zehra is a certified trainer from Dubai, UAE; a free lance international trainer who has trained the employees of more than 12 different countries. She has conducted training workshops for TPS Pakistan (Pvt.) Limited, MAL (Mobil Askari Lubricants) Pakistan Limited, PIMSAT, The Citizen

Foundation (TCF), Proctor & Gamble Pakistan, Futehally Chemical, Sajid Brothers Engineering Industries (Pvt.) Ltd., Gujranwala, Independent Media Corporation Pvt. Ltd. (Geo TV), National Commission for Human Development, Sind Institute of Reproductive Medicines, NED University, Pharmevo pvt. Limited, Bayer Pakistan, Standard Chartered bank, Shabbir Tiles, INTECH Process Automation (Pvt.) Ltd., Higher Education Commission of Pakistan, B.Braun, The Coca-Cola Export Corporation, Pakistan Branch, MCB (Muslim Commercial Bank), PSO (Pakistan State Oil Company Limited), Raaziq International Logistics, Aman Foundation, PICIC Commercial Bank Limited, Jaffer Brothers (Pvt.) Ltd, Packages Ltd, JS Bank Limited, Abacus Consulting, Iberotel Miramar Al Aqah Beach Resort in Fujairah, UAE, Atlas Honda, IBA(Sukkur), Hub Power, Novartis Pharmaceuti-

cals Corporation, Lahore University of Management Sciences (LUMS), WorldWide Group, Hinopak Motors Limited, Pak- Kuwait Takaful Company Ltd. etc.

She has trained various employees in Business English, Communication Skills, Creative writing skills, Interview and Presentation skills, Team leadership, Office Procedures, Office Administrative Skills and Responsibilities, Negotiation Skills, Interpersonal skills, Excellence in Customer Service etc. She has done B.A. Honours and M.A. in English Literature and M.A. in Linguistics and a certificate course in Business English and Presentation Skills from Institute of Business Administration (IBA)

Course Facilitator for Karachi



Naila Sidat

Communication Specialist
& Motivational Speaker

Naila Imran Sidat is a graduate of Institute of Business Administration (Karachi) 2001. She has been a part of the brand management team at Clover Pakistan Limited- a group subsidy of the Lakson Group of Companies. Her passion for teaching made her launch her academic career with various leading management sciences universities of Pakistan including IBA, SZABIST, PAF-KIET, Greenwich, Lecole and Iqra University,

to name a few with whom she is attached as a visiting faculty.

Her professional experience has been with Clover Pakistan, a group company of Lakson Group where she was the part of the brand management team. She has also been associated with assessment development for various banking exams. She has trained various candidates and students in Communication Skills, Creative writing skills, Interview and Presentation skills, Train the Trainer ,Team leadership, Office Procedures, Office Administrative Skills and Responsibilities, Negotiation Skills, Interpersonal skills, Excellence in Customer Service, Front Staff Training etc.

Her courses are designed to be highly interactive by conducting group discussions to share knowledge & experiences, contain hands-on individual & group exercises, motivational videos and

brain-teaser questions from time to time. The session provides individuals the opportunity to work with each other in form of groups thus helping them understand how to work with new people and yet get the task completed. The sessions are designed such that by the end of the day's session, each participant has at least once presented in front of the group thus helping those with public speaking freight to overcome their fear and others to have a chance to improve upon their skill.

At the end of the session the participants gain an in depth understanding of different concepts, have used various tools & techniques that can be practically used in office and have an effective support material to refer to for future use. Also the participants have an opportunity to develop social networking thus giving them a life time opportunity to increase their professional circle.

For registration(s) send us your Participants Name,
Designation email, address & cell numbers
Also please provide us organization's NTN #

register@quickbizgroup.com

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Quickbiz Cancellation Policy:

Substitutions are welcome. cancellation must be confirmed by email. For Cancellation made in the 05 working days to the workshop, no refunds will be given.