

Technical Writing Skills

Date & Venue:

05th August-2016 Royal Palm Golf Club Lahore
10th August-2016 Movenpick Hotel Karachi

Workshop Investment PKR:

15,500/- exclusive of GST

Timing: 9:00 am to 5:00 pm



Course Facilitator
Sara Sanallah

Course Objective

Written Communication is one of the most important modules of the Communication skills not only because it is recorded but something written can never be taken back. Think Before you leap. Most of the time writing portrays ones personality so why not we groom it and how can we ignore it.

Course Benefits

Managers who require a refresher Ideal for technical executives who would like to learn writing skills in order to survive in today's competitive era.

Also for Managers who wish to take back some practical tools to get the most from their teams and maximize their true potential output.

Executives who feel they need a break from their routines and would like to refresh the few basic skills they learnt quite back or they feel like something still is missing when it comes to their writing skills

Who Should Attend

Do consider either attending this workshop yourself or nominating your valued executives who can benefit from this workshop, professionally as well as personally. It's indeed a very highly inspirational workshop. And is the need of the time!

Workshop Outline

- Communication Skills main modules
 - Types of Communication
 - Verbal and Non verbal
 - Written Communication
 - Hierarchy of written Comm.
 - Benefits/Approaches of written Communication
 - 7 C's in writing skills
- Steps of Writing Process
 - Approach of Writing.
 - Process of Writing.
 - Types of Writing Documents:
 - Email's Manners
 - Letters and Memos
 - Parts of Letters and e-mails
 - Reports



Course Facilitator

Sara Sanaullah is an experienced business executive who is extremely passionate about learning and personal development. She is an adaptor and is a very flexible when dealing with people. She is able to engage with people to help them live their values and achieve their goals, while motivating them to realizing their full potential. She has been associated with leading organizations such as National Bank Pakistan, Institute of Cost and Management, ABN AMRO Bank Pakistan and Various Universities in various positions such as trainer, Lecturer and Services related matters.

Sara has facilitated several soft skills training programs to help individuals achieve their desired goals in challenging situations. Having over 7 years of diverse professional experience in Customer Service and learning and development, she has conducted several competency based workshops at different levels of lower & mid management. Her ability to connect emotionally with the audience makes her a speaker of choice. Besides this, her work ranged enormously and has involved design, delivery and facilitation.

In Pakistan, she has designed, developed & conducted several soft skills workshops on topics such as:

- Customer Service Excellence
- Stress & Time management
- Building Interpersonal Skills
- Presentation Skills
- The power of Positive Attitude
- Personal Grooming & Mannerism
- Team Building and Motivation
- Communication Skills
- Effective Management Skills
- Self Management Skills

Some of her clients include organizations like:



She has been invited as a guest speaker on various topics by well established institutions such as Karachi University, Iqra University, PIAMS, HIMS and Mohammad Ali Jinnah University.

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.