



# Communication and Presentation Skills

3 days **interactive** training workshop | SDPI | Islamabad

**4-6 October 2011. Registration deadline is September 28, 2011**

Interpersonal skills are a distinguishing feature of successful leaders and effective managers. The art of effective communication and good presentation enables them to work effectively with their teams. Speakers or negotiators who can articulate their ideas are more likely to obtain favorable responses and commitment from listeners. It is, therefore, essential that all professionals should learn the techniques of effective communication and presentation. In this workshop participants' competence will be enhanced through trainers' presentations, followed by practice. The last day will involve participants' presentations and feedback, leading to identification of individual strengths and weaknesses, and suggestions for improvement. Thus participants will leave with personalized learning.

## Objectives

The aim of this workshop is to help participants achieve a higher level of competence in communication and presentation skills. Specifically, the workshop is designed to enable participants to:

- Understand the process and essentials of effective communication
- Become familiar with the guidelines for understanding the audience and building rapport
- Understand the techniques and methods of preparing and delivering effective presentations
- Formulate and practice anticipated questions and their responses
- Design and deliver a live presentation

## Contents

- Communication process
- Understanding the audience/building rapport
- Verbal and non-verbal communication
- Conversational control
- PowerPoint tips for effective presentation
- Presentation steps: preparation, organization, rehearsal and delivery
- Handling questions and interruptions
- Presentations by the participants, evaluation and feedback

## Registration Fee & Discounts

Rs. 14,000/- per person payable through crossed cheques/bank-drafts/pay orders in favour of Sustainable Development Policy Institute. SDPI is exempted from income tax. This fee will cover the cost of training material, stationery, lunches, teas, group photographs and certificates. 20% discount for women, SDPI members, HRDN members on each nomination, students registering through their institutions and groups of two or more. One free seat is available to a nominee of the Press Club. 20% discount will be given on additional nominations. 15% discount is available for participants who have previously attended SDPI's workshop since 2009.

## To Register Contact

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## REGISTRATION FORM

## Training Workshop on Communication &amp; Presentation Skills

04-06 October 2011 | SDPI, Islamabad | Rs.14, 000 pp

Name		Designation	
Education		Work Experience [Yrs.]	
Organization		Sector/Industry	
Cell Phone		Email Address	
Office Phone		Fax	

Mailing Address	
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Current Job Description	
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Expectations From This Workshop	1	
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Payment Details [Payable to the Sustainable Development Policy Institute]	Mode of Payment	Number	Date	Amount
	Crossed Cheque			
	Bank Draft			
	Pay Order			

Signature	
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Date	
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Withdrawal Refund Policy	10 or more days before workshop	100%	Three days before workshop	50%
	Nine to four days before workshop	75%	Two or less days before workshop	0%

Send Payments & This Form To	38-Main Embassy Road, G-6/3, Islamabad, Pakistan Tel: +92 [0] 51-2278134, +92 [0] 3005795322, Fax: +92 [0] 51-2278135 www.sdpi.org/ccb ccb@sdpi.org
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Deadline To Register –28 Sep 2011