

Training Title

Effective Communication Skills

Training Duration

17th TO 19th December, 2024.

Training Content

- Key principles of effective communication: clarity, professionalism, and purpose.
- The structure and essential elements of emails, letters, notes, reports, and memos.
- Professional language and tone suitable for each format.
- Practice crafting different types of correspondence through guided activities
- Basic writing skills focusing on important elements of noting & drafting.
- The role of noting in decision-making processes.
- Drafting for clarity, purpose, and actionability.
- Elements of active listening
- Verbal and nonverbal communication skills
- Guidelines for using professional language and adhering to formal communication norms
- Importance of language, grammar and sentence structure.
- ChatGPT and IT software in communication
- Techniques for editing and proofreading to ensure clarity and accuracy.

Training Resource Persons

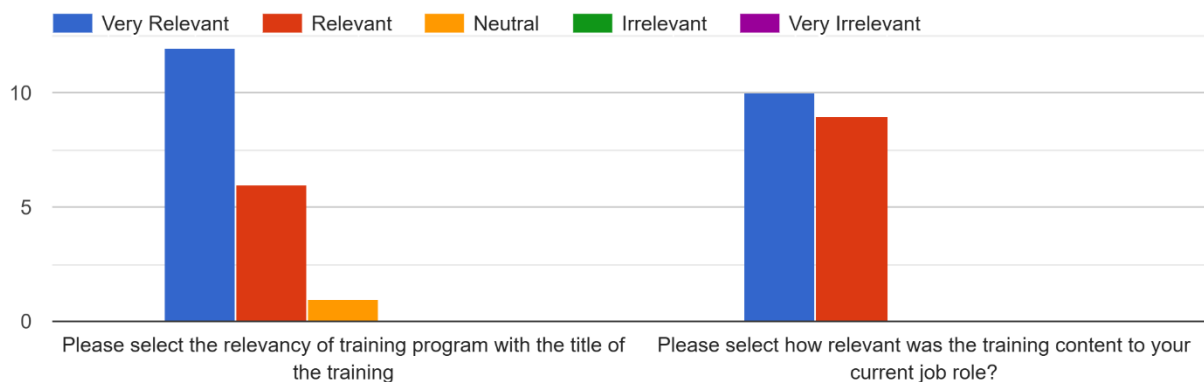
- Mr. Inayat Shah, Consultant World Bank, Director (R) STI, Islamabad
- Resource Person: Ms. Sidra Huma, Teaching Research Associate, Department of Media and Communication
- Resource Person: Ms. Sarah Rasheed, Teaching Research Associate, Faculty of Language and Literature Training Associate

Participants of Training program

S. No	Name	Designation	Department
1.	Dr. Faryal Umbreen,	Incharge	DCW
2.	Dr. Sajida M Jamil	Incharge	Dar Muneera
3.	Ms. Sara Gondal	Assistant Director	Sociology
4.	Mr. Mubassar Lateef	Senior Instructor	ICT
5.	Ms. Ghazala Bibi	Superintendent	Exam, F.C
6.	Ms. Rashida Saeed	Superintendent	Exam, F.C
7.	Mr. Khuram Shahzad	Superintendent	History & Pak Studies

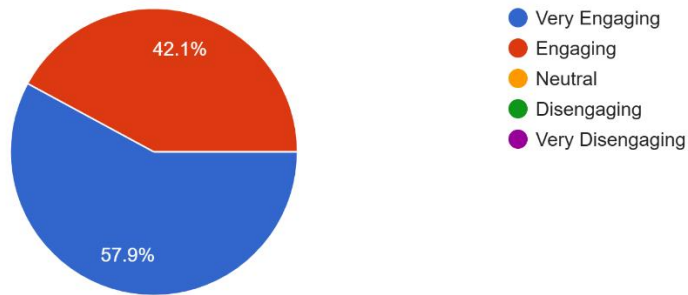
8.	Ms. Samreen Khaliq	Superintendent	Islamic Art & Arch.
9.	Dr. Ayesha Urooj	Superintendent	Dean Office, FSS
10.	Ms. Tahira Mushtaq	Assistant	DCW
11.	Ms. Naseem Bibi	Assistant	Admin Office
12.	Ms. Farhana Naheed	Assistant	Exam , F.C
13.	Mr. Muhammad Waseem Akhtar	Assistant	Directorate of Work (Cvil)
14.	Ms. Sobia Rafique	Assistant	Biological Science
15.	Mr. Usama Tariq,	Assistant	(UAFA)
16.	Ms. Salyha Wajid	Assistant	(UAFA)
17.	Ms. Shahbida Younas	Assistant	Department of Sociology
18.	Ms Sundas Riaz	Assistant	History & Pak Studies
19.	Muhammad Sharif	Assistant	Politics & IR
20.	Ms. Nadia Zainab	UDC	Dar Muneera
21.	Ms. Sehrish Niazi	UDC	Teacher Education
22.	Mr. Hazrat Umar	UDC	Finance
23.	Mr. Masood Akhtar	UDC	Transport office
24.	Ms. Nabeela	UDC	ELM
25.	Mr. Abdullah Farooq	LDC	IRI
26.	Ms. Sapna Sharif	LDC	Exam , F.C
27.	Ms. Kausar Parveen	LDC	Faculty of Arabic
28.	Raja Nouman Anwar	LDC	Transport office
29.	Ms. Saba Aslam	LDC	Urdu
30.	Mr. Nasir Ali	Lab Attendant	HR-II
31.	Ms. Ruqiya Anwar	LDC	Alumni Office

Training Feedback



How engaging were the training sessions

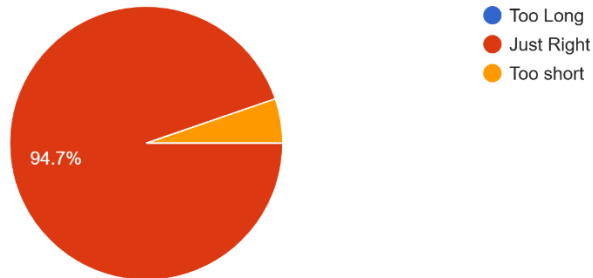
19 responses



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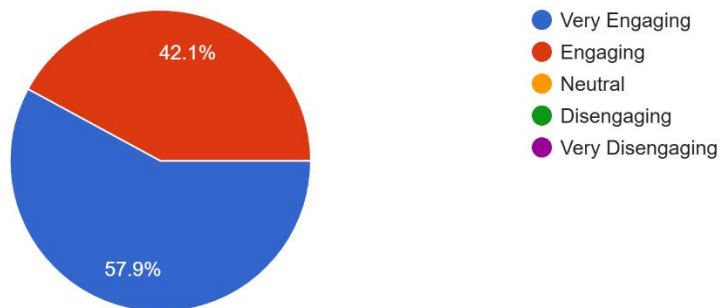
Was the training duration (3 days) appropriate?

19 responses



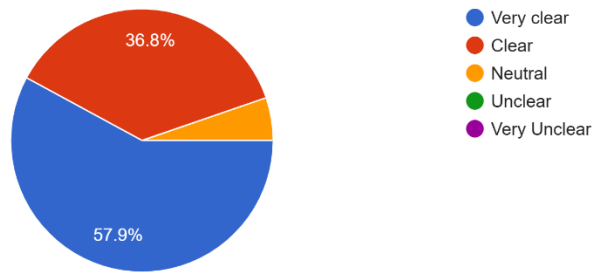
How engaging were the training sessions

19 responses



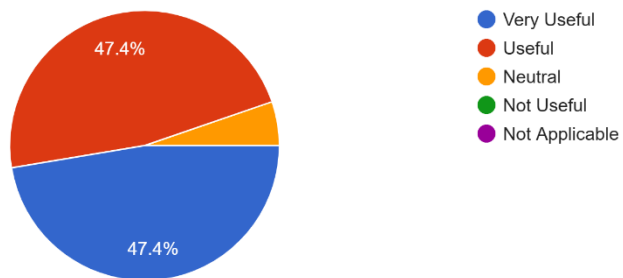
How clear and understandable was the training material (presentation, activities etc.)?

19 responses



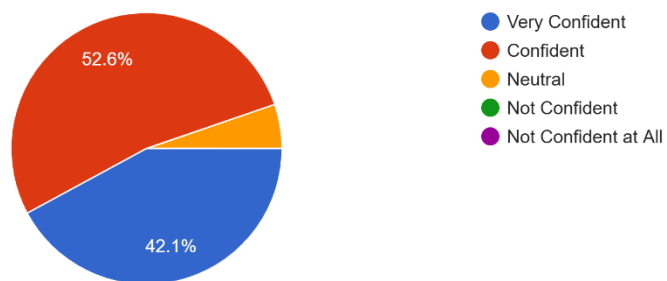
How useful were the examples and case studies provided during the training?

19 responses



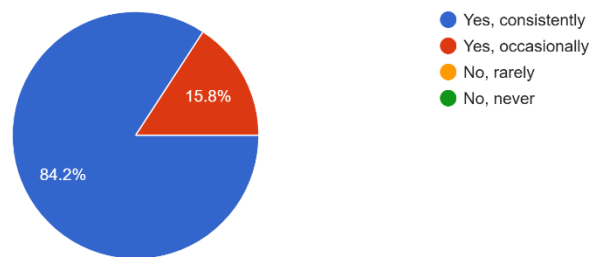
How confident do you feel in applying the communication skills learned during the training to your daily tasks?

19 responses



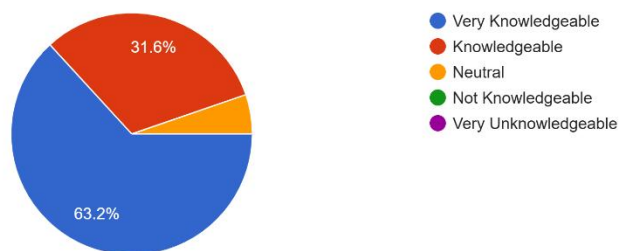
Did the trainer encourage participation and engagement during the sessions

19 responses



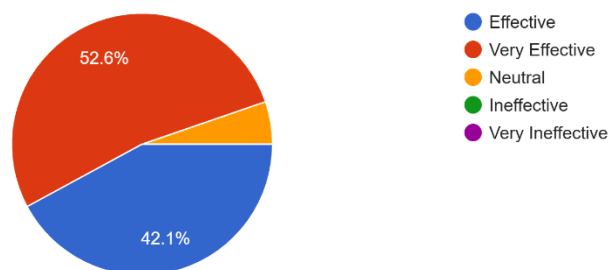
How knowledgeable was the trainer(s) on the subject matter?

19 responses



How effective was the trainer(s) in delivering the training content?

19 responses



Was the pace of the training appropriate?

19 responses

