# 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.

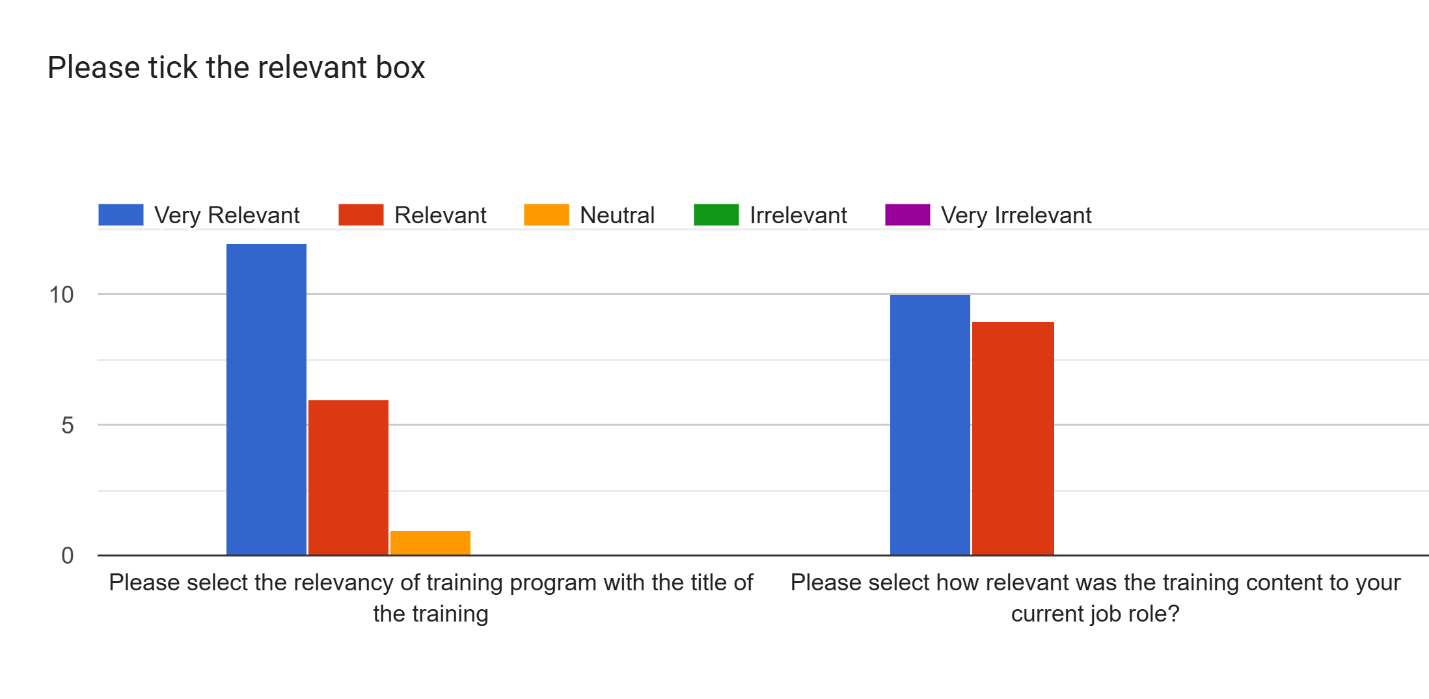
# Training Resource Persons

* 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** |
|  | Dr. Faryal Umbreen, | Incharge | DCW |
|  | Dr. Sajida M Jamil | Incharge | Dar Muneera |
|  | Ms. Sara Gondal | Assistant Director | Sociology |
|  | Mr. Mubassar Lateef | Senior Instructor | ICT |
|  | Ms. Ghazala Bibi | Superintendent | Exam, F.C |
|  | Ms. Rashida Saeed | Superintendent | Exam, F.C |
|  | Mr. Khuram Shahzad | Superintendent | History & Pak Studies |
|  | Ms. Samreen Khaliq | Superintendent | Islamic Art & Arch. |
|  | Dr. Ayesha Urooj | Superintendent | Dean Office, FSS |
|  | Ms. Tahira Mushtaq | Assistant | DCW |
|  | Ms. Naseem Bibi | Assistant | Admin Office |
|  | Ms. Farhana Naheed | Assistant | Exam , F.C |
|  | Mr. Muhammad Waseem Akhtar | Assistant | Directorate of Work (Cvil) |
|  | Ms. Sobia Rafique | Assistant | Biological Science |
|  | Mr. Usama Tariq, | Assistant | (UAFA) |
|  | Ms. Salyha Wajid | Assistant | (UAFA) |
|  | Ms. Shahbida Younas | Assistant | Department of Sociology |
|  | Ms Sundas Riaz | Assistant | History & Pak Studies |
|  | Muhammad Sharif | Assistant | Politics & IR |
|  | Ms. Nadia Zainab | UDC | Dar Muneera |
|  | Ms. Sehrish Niazi | UDC | Teacher Education |
|  | Mr. Hazrat Umar | UDC | Finance |
|  | Mr. Masood Akhtar | UDC | Transport office |
|  | Ms. Nabeela | UDC | ELM |
|  | Mr. Abdullah Farooq | LDC | IRI |
|  | Ms. Sapna Sharif | LDC | Exam , F.C |
|  | Ms. Kausar Parveen | LDC | Faculty of Arabic |
|  | Raja Nouman Anwar | LDC | Transport office |
|  | Ms. Saba Aslam | LDC | Urdu |
|  | Mr. Nasir Ali | Lab Attendant | HR-II |
|  | Ms. Ruqiya Anwar | LDC | Alumni Office |

# Training Feedback



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