



EFFECTIVE BUSINESS MEETING & PRESENTATION SKILLS



Date: Tuesday, April 24, 2018
Venue: IBP, Karachi

Last Date Of Registration
April 23, 2018

Fee: PKR 10,500/-
per participant
Timings: 9 am-5 pm

OVERVIEW

If you are in a business that has meetings, you know how much time is spent in them. A recent survey of 2000 business leaders indicated that managers spend over 50 percent of their time in meetings. That same study indicated that managers felt that about one third of those meetings were unproductive. This course will present you with information that will help you improve the quality of your meetings. It will help you develop strategies necessary for preparing effective business meetings, by carefully considering the importance of all the components of the meeting, including people, place, purpose, time, agenda, and atmosphere.

COURSE CONTENTS

- Meetings vs Outcome Oriented Meetings
- Engaging All Participants
- Staying Focused
- Coming Out with Action Oriented Plan
- Circulating Minutes to all and Following up

COURSE CONTENTS

- My strengths as a Presenter
- The 3 Es of Presentations
- Target Group Assessment
- Planning – The Post Model
- Designing – The Six structures
- Making Impromptu presentations on your feet
- Delivery – Opening & Closing with Power
- Handling Questions – The TRAC and PREP method
- Managing a Difficult Audience

WHO SHOULD ATTEND

Business professionals who want to develop effective facilitation skills, executive assistants, and individuals who want to prepare themselves for a business environment.

FACILITATOR

Mr. Syed Usman Hashmi

Syed Usman Hashmi is an educationist and an entrepreneurial trainer. He has worked for over a decade with various recognized educational institutions including Beaconhouse Schooling System, The City School and Aga Khan Education Service (AKESP). He is an MS (Educational Leadership and Management) from SZABIST, MA (Applied Linguistics) from NUML and BS (Business Studies) from University of Huddersfield, UK. At present he is designated as Managing Director at Horizon Welfare Association. Through the platform of Horizon, Usman conducts corporate trainings, teacher trainings, and implements U.S. funded educational programs. He has worked as Program Manager of English Access Microscholarship Program, Karachi – Hyderabad (2010 – 16), which is a sponsored program of U.S. Dept. of State and is implemented by Society for International Education (SIE). He is also working as an adjunct faculty member in English and Education Dept. at Aga Khan University (AKU), SZABIST, NUML and Bahria University. Moreover, he is pursuing PhD in Educational Leadership and Management from SZABIST, Karachi. He works as a freelance educationist cum trainer with educational institutions, universities and NGOs to support young children, teenagers and adults with their day-to-day life-related issues, education, career and employment aspirations. He also conducts trainings for cooperate sector including Managerial Communication, English for Specific Purposes and Soft Skills that results in effective work place outcomes.

DISCOUNT

5%
DISCOUNT
on 3-5 nominations

10%
DISCOUNT
on 6+ nominations

CONTACT

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