

Communication Skills for Managers
08:30am -03:30 pm
Course Schedule (Day 1)

No	Topic	Duration	Time
1	Opening and Introduction	10 Minutes	08:30 – 08:40
	Pre-test	10 Minutes	08:40 – 08:50
2	Introduction	25 Minutes	08:50 – 09:15
3	The Components of Communication	45 Minutes	09:15 – 10:00
	Tea break	15 Minutes	10:00 – 10:10
4	Non-verbal Communication	75 Minutes	10:10 – 11:25
5	7 C's of Effective Communication	50 Minutes	11:25 – 12:15
	Lunch and Prayer	1 Hour	12:15 – 01:15
6	Successful Speaking & Listening	1 Hour	01:15 – 02:15
7	Speaking practice	1 Hour	02:15 – 03:15
8	Closing	15 Minutes	03:15 – 03:30

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Course Schedule (Day 2)

No	Topic	Duration	Time
1	Recap of Day 1	15 minutes	08:30 – 08:45
2	Written Communication – Letters	45 minutes	08:45 – 09:30
3	Written Communication – Memos	30 minutes	09:30 – 10:00
4	Tea break	15 minutes	10:00 – 10:15
	Short Reports	30 minutes	10:15 – 11:00
5	Long Formal Reports	30 minutes	11:15 – 12:00
	Lunch and prayer	1 hour	12:00 – 01:00
6	Proposals	40 minutes	01:00 – 01:40
7	E-mail Writing	40 minutes	01:40 – 02:20
8	Writing Practice	1 hour	02:20 – 03:20
	Closing	10 minutes	03:20 – 03:30

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Course Schedule (Day 3)

No	Topic	Duration	Time
1	Recap of Day 2	15 minutes	08:30 – 08:45
2	The Job Application Process – Resume/CV	40 minutes	08:40 – 09:20
3	Interviews	1 hour	09:20 – 10:20
4	Tea break	15 min	10:20 – 10:35
5	Practicing Interviews	75 minutes	10:35 – 11:25
6	Lunch and Prayer	1 hour	12:15 – 01:15
7	Successful Business and Group Meetings	40 minutes	01:15 – 01:55
8	Practice on leading a discussion	1 hour	01:55-02:55
	Post test	25 minutes	02:55 – 3:20
9	Closing	10 minutes	3:20 – 3:30