

# Communication and Report Writing Workshop: 24<sup>th</sup> April 2018

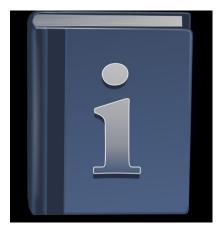
Good communication in the workplace enables the successful implementation of projects, task and overall company strategy. In order for people to be on the same page they must understand each other. This training has been set to enable working professionals and all business people to be able to communicate effectively to achieve the intent of the message. The training will cover the following

- Verbal communication
- Email communication
- Memo writing
- Report Writing
- Effective Meetings and Agenda communication
- Effective telephone communication skills

This is a practical exercise in which participants will be expected to take part in

- Role exercises
- Case Study reporting
- Group work

For Practical Exercises please bring personal laptop



This workshop is applicable for: Professionals Business Managers Technical people who want to improve their skills

## Registration fee: \$250 (including VAT)

For more information contact :	admin@eunoiaconsultants.com	
Or Visit us at :	348 Samora Machel, Harare	
Phone:	+263 4-443944, +263712160996	
Bank Account:	Account Name: Eunoia Consultants (Private) Limited Bank Name: NMB	
	Branch: Borrowdale Branch	
	Account Number: 260146653	
Venue:	348 Samora Machel	

For more information on courses that we offer also visit our website and <u>www.eunoiaconsultants.com</u>



## **Workshop Registration Form**

Date

## Communication and Report Writing Workshop: 24th April 2018

Registration form. Workshop to be held on 24<sup>th</sup> April 2018. Contact details 348 Samora Machel +263-4-443944 +263712160996 admin@eunoiaconsultants.com

## **Organisation Details**

Company Name		
Address		
Number of Attendants		
Total Being Paid		
Contact Person		Phone:

## Participant Registration

Number	Name	Surname
1.		
2.		
3.		
4.		
5.		

#### **Bank Account:**

Account Name: Eunoia Consultants (Private) Limited Bank Name: NMB

Branch: Borrowdale Branch

Account Number: 0000260146653

#### Venue:

On completion of registration form please send to <u>admin@eunoiaconsultants.com</u> and proof of payment.

**<u>Refund Policy</u>**: Cancellations will attract a 25% cancellation fees. All refunds will be by bank transfer and will be processed after the workshop.

348 Samora Machel





