

Communication and Report Writing Workshop: 24th 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 www.eunoiaconsultants.com

Date

Workshop Registration Form

Communication and Report Writing Workshop: 24th April 2018

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

Organisation Details

| | | |
|----------------------|--|---|
| Company Name | <input style="width: 95%; height: 25px;" type="text"/> | |
| Address | <input style="width: 95%; height: 25px;" type="text"/> | |
| Number of Attendants | <input style="width: 95%; height: 25px;" type="text"/> | |
| Total Being Paid | <input style="width: 95%; height: 25px;" type="text"/> | |
| Contact Person | <input style="width: 95%; height: 25px;" type="text"/> | Phone: <input style="width: 150px; height: 25px;" type="text"/> |

Participant Registration

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

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

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





Zimbabwe Revenue Authority

Tax Clearance Certificate (ITF263)

Tax Year Ending 31 December 2018

Eunoia Consultants (Private) Limited Eunoia Consultants (Private)

Business Partner Number: 0200192761

Your Tax position is Satisfactory. No 10% tax should be withheld

Clearance issued on 01/19/2018 at 11:52:45 valid until 06/30/2018

Authentication code: PTKR.KOWS.YMIH.LC2G

The authentication and validity of this certificate must be validated on
ZIMRA page at: <http://efiling.zimra.co.zw>

