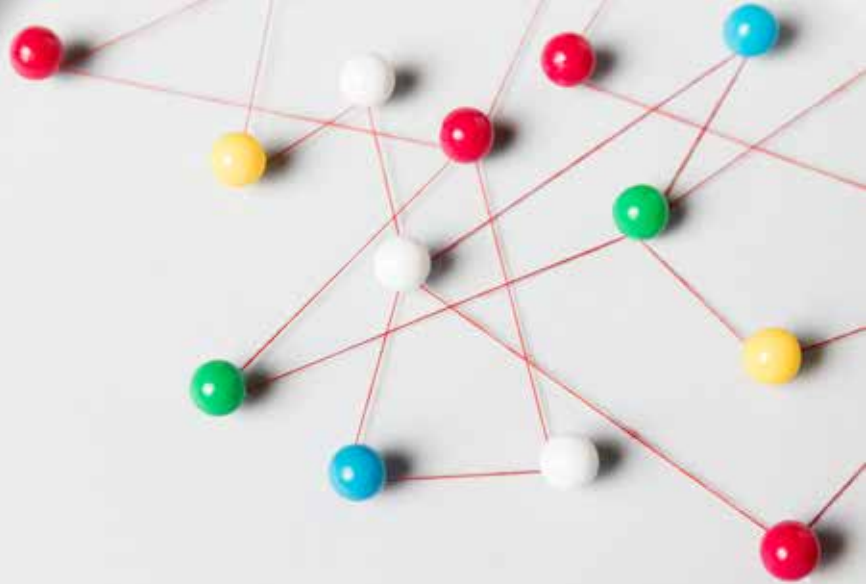




COMMUNICATION ESSENTIALS

MASTERING THE MODERN WORKPLACE

FEE:
**PKR
25,000**
(Plus Tax)

Effective workplace communication is no longer limited to writing a good email or speaking confidently in a meeting. Today's professionals communicate across multiple digital channels, collaborate in hybrid environments, manage information overload and increasingly use AI to support their work. This one-day workshop equips participants with practical techniques to communicate with greater clarity, confidence and impact across emails, digital platforms, meetings, conversations and AI-assisted communication.



OCT 20, 2026



9 AM - 5 PM

NIBAF, PAKISTAN
(KARACHI)



COURSE CONTENTS

1. MODERN WORKPLACE COMMUNICATION

- Importance of effective communication in today's workplace.
- Changes in communication trends, including remote work and digital tools.
- Strategies for overcoming common communication barriers.

2. PERSUASIVE WRITING IN THE WORKPLACE

- Core principles of persuasive writing.
- Techniques for influencing and convincing through written communication

3. PROFESSIONAL EMAILS & BUSINESS WRITING

- Structuring emails effectively, including subject lines, greetings, body, and sign-offs.
- Structuring messages for busy readers and language for different audiences.
- Best practices for follow-ups and managing high email volumes efficiently.
- Understanding the purpose and audience of various business letters.
- Techniques for reviewing and editing letters for maximum impact.

4. MEETING DOCUMENTATION & MINUTES WRITING

- Understanding the purpose, structure and standards of effective Minutes of Meeting
- Active Listening during a meeting & Techniques for capturing important information
- Structured note-taking techniques to avoid missing critical points

- Converting raw notes into clear, concise and objective minutes
- Handling sensitive or confidential discussions appropriately

5. AI-ASSISTED WORKPLACE COMMUNICATION

- Using generative AI to draft, refine and summarize workplace communication
- Prompting AI for better emails, reports and messages
- Reviewing and fact-checking AI-generated content
- Maintaining authenticity and your own professional voice
- What should and should not be delegated to AI
- Human judgment in AI-assisted communication

FACILITATOR

Farhan Uddin Raja is an experienced Corporate Trainer and Behavioural Skills Facilitator with 14+ years of training delivery experience and exposure to 25+ corporate organizations across Pakistan, including NIBAF, National Bank of Pakistan, Bank AL Habib, and Standard Chartered Bank. His key training areas include Business Communication, Presentation Skills, Customer Service Excellence, Professional Excellence at Work, Time Management, and Change Management. He uses practical and interactive training methods such as roleplays, simulations, and team activities to make learning engaging and relatable to the workplace. He is also the Founder of HOTAC (House of Training & Consultancy) and has an academic background in English Linguistics.

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