

Session 1

Communication Skills

- 1) Meetings, greetings, introductions and ending conversations
- 2) Small talk: getting to know the neighbours, other parents.
- 3) Intercultural politeness: welcoming, invitations, thanking.
- 4) Uncomfortable situations: interruptions / complaints / refusals / rejection / rudeness and racism
- 5) Shopping, Workplace and Parent/Teacher interactions.
- 6) Body language (eye contact, facial expressions, hand gestures)
- 7) How to 'read between the lines' and understand what people really mean (which might be different to what they say!)

This course will be delivered by two highly experienced co-trainers from Cascade Training Consultancy. For more information see our website

Belfast Islamic Centre Click Women Group



Communication Skills And Public Speaking

Training Workshop on Tuesday the 9th of March

10-11.30 am- Session 1

Communication Skills

11.30- 12.30pm - Dinner

12.30- 1.30 pm- Session 2

Public Speaking Tips

Session 2

Public Speaking

Participants will learn how to make a simple presentation to a group in a public setting. This will cover the following areas:

- 1) How to get people's attention and start a presentation
- 2) Introducing a speaker and her topic
- 3) How to make a brief presentation
- 4) Use of humour, examples and anecdotes to illustrate your points
- 5) How to deal gracefully with interruptions
- 6) Running a Question and Answer session
- 7) Finishing up.

**To register
Contact Taghreed
Contact Number-
07723372611**



Main Inside Heading



Caption describing picture or graphic.

The most important information is included here on the inside panels. Use these panels to introduce your organization and describe specific products or services. This text should be brief and should entice the reader to want to know more about the product or service.

You can use secondary headings to organize your text to make it more scannable for the reader.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore et accumsan et iusto odio dignissim qui mmy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

Secondary Heading

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisis enim ad minim veniam, consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisis enim ad minim veniam, consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan.

Secondary Heading

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisis enim ad minim veniam, quis nostrud exerci tution ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis te feugifacilisi. Duis autem dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent lup-



Caption describing picture or graphic.

tatum zzril delenit au gue duis dolore te feugiat nulla facilisi. Ut wisi enim ad minim veniam, quis nostrud exerci taion ullamcorper suscipit lobortis nisl ut aliquip ex en commodo consequat. Duis te feugifacilisi per suscipit lobortis nisl ut aliquip ex en commodo consequat. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

Microsoft

Primary Business Address
Your Address Line 2
Your Address Line 3
Your Address Line 4

Phone: 555-555-5555
Fax: 555-555-5555
E-mail: someone@example.com