

# Effective Letters, Reports and Presentations

Jun 08 – 10, 2026	Venue: PIM, Karachi	Rs. 39,000/=
Apr 06 – 08, 2026	Venue: PIM, Lahore.	Rs. 39,000/=
May 18 – 20, 2026	Venue: PIM, Islamabad.	Rs. 39,000/=

**Note: The Fee is Exclusive of GST.**

## Course Description

You probably write on the job all the time: letters, memos to senior executives, a constant flow of emails to colleagues. But how can you ensure that your writing is as clear and effective as possible? How do you make your communication stand out?

This Program is designed to equip you with models of effective written communication and presentation of your proposals so that you are able to set yourself apart. Effective writing is not a gift that you're born with. It's a skill that you cultivate.

## LEARNING OUTCOMES

- Write effective letters for multiple situations
- Write short Reports that will help in making the right decisions
- Learn to plan, prepare and deliver professional presentations

## WHO MUST ATTEND?

The course has been designed for first-line managers/supervisors, who are involved in shop floor management and facing issues in day to day management of their work and workers.

## COURSE CONTENTS:

- Components of communication
- Barriers to Communication
- 7 Cs of Communication
- Organizational Plans for Letters
- Parts of Reports and Effective Report writing
- Preparation and delivery of Presentations

## **FOR DETAILS AND REGISTRATION**

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