



**ASSETS PROTECTION COMPANY**  
**SECURITY AND SAFETY TRAINING CENTER**  
*(A DIVISION OF SAUDI PETRO GAS COMPANY)*

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### Communication and Presentation Skills

The overall aim of this program is to enhance the communication skills of participants.

### Objectives

At the end of the program, the participants will be able to:

- Appreciate the ambiance of communication in organizations
- Imbibe human values in their personality make-up, thereby improving communication
- Acquire necessary skills in business communication
- Ensure spontaneous employee in all organizational endeavors involvement
- Develop the art of speaking and make effective presentations

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### Course Subjects & Schedule:

<b><u>Day 1</u></b>	<ul style="list-style-type: none"><li>▪ Communication in Organizations: An Overview</li><li>▪ Framework of Meta communication</li></ul>		
<b><u>Day 2</u></b>	<ul style="list-style-type: none"><li>▪ Transactional Perspectives, In congruencies and Communication problems</li><li>▪ Meeting as communication</li></ul>	<b><u>Day 4</u></b>	<ul style="list-style-type: none"><li>▪ Types of presentations</li><li>▪ Effects of presentation: Audience Focus</li><li>▪ Factors controlling presentations</li></ul>
<b><u>Day 3</u></b>	<ul style="list-style-type: none"><li>▪ Communication and Influence: The Role of Communicator</li></ul>	<b><u>Day 5</u></b>	<ul style="list-style-type: none"><li>▪ Interaction among the factors: Optimizing Pay-offs in presentation</li><li>▪ Final exam</li></ul>

<b><u>Participants:</u></b>	<ul style="list-style-type: none"><li>▪ Middle and senior level executives from any function</li></ul>
<b><u>Methodologies:</u></b>	<ul style="list-style-type: none"><li>▪ Class Room sessions</li><li>▪ Learning Review</li><li>▪ Evaluation:<ul style="list-style-type: none"><li>• Written Test</li><li>• Practical: Oral / Viva-voce</li></ul></li></ul>
<b><u>Duration:</u></b>	Five (5) days
<b><u>Course Location:</u></b>	Security and Safety Training Center, Dhahran or at Client's Venue
<b><u>Course Cost:</u></b>	<b>S.R. 3562.00 per Participant</b>
<b><u>Language:</u></b>	English / Arabic