



الجامعة الأهلية  
AHLIA UNIVERSITY  
BAHRAIN



# SHARPEN YOUR Communication Skills

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## **INTRODUCTION**

Effective communication is an essential part of professional life no matter what field you are in. Students with effective communication skills will be able to contribute more to class discussions, will ultimately achieve more from their experience in class, will be more productive members in group projects and more prepared for their future job interview and their career. Be part of this program and take advantage of this opportunity to improve your communication skills!

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## **THE FOCUS OF THE PROGRAM**

*On the completion of the program, students are expected to*

- Improve their communication skill set as they handle every day's communication challenges and minimize misunderstandings that are due to faulty communication between them and other people.
- Learn how to conduct open conversations with others and understand small groups.
- Be capable of effectively monitoring, analyzing, and adjusting their own communication behavior.
- Possess skills to effectively deliver formal and informal oral presentations to a variety of audiences in multiple contexts.
- Construct effective written messages in various formats and styles, to a variety of audiences.

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## **PROGRAM SESSIONS**

### **1. Verbal ( Oral ) communication**

- Tone
- Clarity and cohesion
- Confidence

### **2. Non-verbal ( Gestural ) communication**

- Body language and dress code
- Eye contact
- Facial expressions

### **3. Written communication**

- Accuracy ( Details are Correct )
- Appropriateness and composition ( Right Tone and Level of Formality )
- Proofreading

#### 4. *Active listening*

- Attentiveness
- Response and reflection
- Retention of information

#### 5. *Debate*

- Style
- Content
- Strategy

#### 6. *Professional emails*

- Appropriate email address
- Meaningful subject line
- Conciseness

#### 7. *Successful presentation*

- Connection with audience
- Simplicity and concentration on the core message
- Voice and body

#### 8. *Etiquette*

- Determination of the correct communication medium
- Level of formality
- Timing consideration

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### **INTERESTED?**

Please visit the below link for registration <https://www.ahlia.edu.bh/>

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### **WHO IS ELIGIBLE?**

- Undergraduate students
- With a minimum GPA of 2.75

*Upon the completion of the program, registered students will be given:*

- A certificate
- Two A credits  
( who attend all sessions )

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### **Contact**

**Ms. Ebtisam AlMahari**

☎ 17298999 (8688)

✉ [ealmahari@ahlia.edu.bh](mailto:ealmahari@ahlia.edu.bh)



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