

Advanced Writing Skills Program (Delivered in English & Arabic)

LEVENBERT

Developed by |
Business Development Center
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Training Program

Program details

Advanced Writing Skills

This program will aim to enhance and upgrade the employees report writing skills in English and / or in Arabic. It will focus on all levels of staff involved in dealing with consultancy /audit tasks.

Report Writing Skills Program will be run according to a scheduled series of workshops focusing on essential skills in Report Writing.

Objectives	<ul style="list-style-type: none"> • Enable participants to master and apply the basic skills of audit/consultancy report writing in English and/or in Arabic. • Understand general report writing and presentation competencies • Apply techniques of tailored report writing
Description	Comprehensive training program carefully targeting to develop participants ability of Writing for Business effectively (Report Writing Skills in English and/or in Arabic)
Contents	<ul style="list-style-type: none"> • Report planning and organizing • Recommendations and conclusions • Analyzing audience & Content development • Writing process • Report language
Pre Assessment	<ul style="list-style-type: none"> ▪ Skills Gap Analysis ▪ Training Needs Analysis ▪ Training material development
Implementation tools	<ul style="list-style-type: none"> ▪ Training packages ▪ Technical presentations ▪ Special activities and exercises ▪ Simulations and Practices
Evaluation activities	<ul style="list-style-type: none"> ▪ Attendance ▪ Customized exams ▪ Assessment of trainees and coach evaluation ▪ Detailed and comprehensive program report
Duration	Two full days
Dates of Execution	TBA (Max 15 Participants)



Training Program outline

Report planning and organizing	<ul style="list-style-type: none"> • Organizing ideas • Planning the content • Structuring your report • Checklist for structure
Recommendations & Conclusions	<ul style="list-style-type: none"> • Professional presentation • Using a consistent format, style, and layout • Writing an executive summary
Analyzing Audience	<ul style="list-style-type: none"> • Clarifying report objective • Analyzing your audience • Principles of professional report writing • Considering the purpose, the readers and the context
Content Development	<ul style="list-style-type: none"> • Constructing titles, headings and subheadings • Producing effective lists • Using visual aids and examples
Writing Process	<ul style="list-style-type: none"> • Planning the content • Logical flow • Organizing ideas • Balance and emphasis
Language Choice	<ul style="list-style-type: none"> • Being clear and concise • Writing accurately • Avoiding passive voice

President and Chairman

- President and Chairman of LEVENBERT
- More than 23 years of experience in the field of training & development with immense exposure to Customer Care and Contact Centers.
- Graduated from University of Arizona in 1989, Ahmad holds the B.Sc. degree in Business and Management Information Systems
- Masters Degree in Marketing, The International University, USA.
- PhD in Customer Service Strategies and its implementations, The International University, USA.
- Developed the best of Contact Centers and Customer Care centers in the UAE and the Middle East region.
- Trained and Development thousands of employees at different levels in The UAE & the Middle East region.
- Won Dubai Quality Award for EMP in 2009 for Excellence in Customer Service
- Won the Global Call Center Manager award for the years 2001 and 2002 in Chicago, USA.
- Won the Businessman award for the year 2004 by Sheikh Mohammad Bin Rashid
- Won Best Consulting services award for the year 2004 by Sheikh Mohammad Bin Rashid.
- Visit www.ahmadtahlak.com



Dr. Ahmad Tahlak

President and Chairman | LEVENBERT

LEVENBERT



Levenbert is responsible for the content of this proposal and terms of agreement, and we hereby, confirm to our client that quality services will be delivered. We look forward to your future cooperation based on mutual commitment.

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