

AIMS Full day Professional Workshop on

"Effective Communication and Business Writing Skills"

– By **Mr. Ramesh Palikila, B.Tech, FIS, FAIQS, FRICS** & **Ms. Huma Adnan, English Trainer**



Join in AIMS to accomplish your aims



Workshop in **DUBAI**

Date: Friday, 17th November 2017

Time: 08.00 am to 05.00 pm

Venue: Holiday Inn, Al Barsha,
Near Mall of the Emirates, Dubai

Fee for Full day workshop including lunch:

AED 450.00

Note: AIMS current batches & Alumni Team will get a
discount of AED 100

PROFESSIONAL DEVELOPMENT

KNOWLEDGE

CAREER

SKILLS

SUCCESS

Hurry up..... Utilize this wonderful opportunity and attend this useful workshop to improve your communication skills

Registration: Through the given links or website www.aimsintlqs.com to attend this workshop either in Abu Dhabi or Dubai on or before 5-11-2017

For any further information: Contact **Ms. Shweta** at **056 2237252** or info@aimsintlqs.com

**Earn 6
Formal
CPD Hours**



✓ Schedule:

- ❖ 07:45 am to 08:00 am – Registration
- ❖ 08:00 am to 10:00 am – Session 1
- ❖ 10:00 am to 10:15 am – Break
- ❖ 10:15 am to 12:00 pm – Session 2
- ❖ **12:00 pm to 01:30 pm – Lunch (To be provided by AIMS)**
- ❖ 01:30 pm to 03:30 pm – Session 3
- ❖ 03:30 pm to 03:45 pm – Break
- ❖ 03:45 pm to 04:45 pm – Session 4
- ❖ 04:45 pm to 05:00 pm – Conclusion

Workshop Outline

Session 1 :

❖ **Effective Communication Skills**

- Self Introduction Demo
- The ABC of Spoken Skills
- Listening Skills
- Grammar for effective writing and speaking skills

Session 2 :

❖ **Business Communication Skills**

- Presentation Skills
- Inter Personal Skills
- Negotiation Skills
- Influencing Skills
- Win - Win Conversations

- Cross – Cultural Communications
- Emotional Intelligence

Session 3:

❖ **Business Writing Skills**

- The ABC of Writing skills
- Writing Process
- Rules of effective writing
- Report writing skills

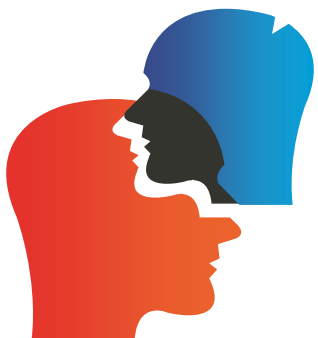
Session 4 :

❖ **Team Activity**

- Group discussion
- Attitude Vs Aptitude
- Build Self confidence

✓ **To whom this Seminar benefits:**

- ❖ All levels of QS, SQS, Contract Engineers, Contract Managers
- ❖ Estimators, Tendering professionals
- ❖ Measurement Engineers Cost Consultants and Managers
- ❖ Commercial Managers, Claims Specialists
- ❖ Procurement specialists, RICS / AIQS APC Aspirants
- ❖ Project Engineers, Planners & Engineering Managers
- ❖ QS from various categories of Contractors, Sub-Contractors, Engineering and Cost Consultants Employers/Clients etc., from Construction industry.



Profile of Speaker:



Mr. Ramesh Palikila,
B.Tech, FIS, FAIQS, FRICS

- *Founder of AIMS (www.aimsintlqs.com)*
- *Civil Engineer and Chartered Quantity Surveyor*
- *Fellow of Royal Institution of Chartered Surveyors (FRICS) – UK*
- *Fellow of Australian Institute of Quantity Surveyors (FAIQS) – AU*
- *Fellow of Institution of Surveyors (FIS) – IOS, India*
- *Founder “Competency driven Mentoring programs in UAE ” for APC interviews*
- *RICS Trained Assessor and Counsellor for APC professional interviews –MENA*
- *AIQS UAE Board member and Trained Assessor for APC professional interviews.*

Ramesh has over 21 years of experience in the construction industry in UAE, Malaysia and India. He has been involved with a wide variety of large scale mixed development construction projects such as marine works, power plants, townships, industrial buildings, residential housing projects, civil engineering infrastructure works, hospitals and air ports.

Ramesh has held management positions in a variety of divisions with the contractors, consultants and Semi-Government organizational clients. His experience includes implementation of best practices in procurement strategies, contracts management, cost management and effective contract administration.

Ramesh extensively mentored many global QS professionals in UAE, Doha, Kuwait, Oman and India. With his passion for mentoring professionals, he founded “Matrix – Professional mentoring Programs” to share various QS competency knowledge to QS professionals in UAE. Further to his hard work and selfless service to Quantity Surveying professionals in Middle East, he has received two international awards from RICS in the categories of “Outstanding Mentor” in 2009 and “Best Counselor” in 2011 in MENE region.

Ramesh received an infinite value award in the individual category of “QS Advocacy award” with a global recognition from AIQS in Sydney, Australia in November 2013. He is a fellow member of the following QS institutions at global level.

Profile of Speaker:



Ms. Huma Adnan,
ESL Trainer

- *English Language Trainer*
- *Visiting faculty in Emirates Aviation*
- *Author of “Once The Birds Fly”, “Hymns of a Mountain Girl” & “Verses from East”*
- *Creative Writer on social media*
- *Bachelor of English Literature and Linguistics*
- *Pursuing Masters in TESOL - Middlesex University, Dubai*

Huma has been providing training, coaching and consulting several professionals with the intention of increasing productivity, and the performance of people. She has excellent experience as an ESL Trainer in UAE and trained many professionals in –

- Beginner and Advance level, Cambridge Curriculum KET, PET and CAE
- Listening, Speaking and Writing courses for all level
- Business English
- Public Speaking
- IBT, PBT, IELTS
- General and Creative Writing
- Communication Skills and
- Importance of Creative Writing

Achievements, Trainings and Certifications:

- Stand up poet at The Junction, Dubai
- Poetry Training Award, by Zabeel Institute
- Volunteer with Dubai Cares
- Certificate of winner by National Novel Writing Month 2015
- Certificate of first prize by Pakistan Television Corporation Ltd. In quiz programme Malumat-e-Iqbal 2007
- Certificate of Appreciation by Directorate General Agriculture Research Institute in flower arrangement competition 2005
- Certificate by Pakistan Girls Guide Association for Follow up training on life skilled based education 2005.