



Effective Communication for Engineers

By the end of the workshop, the participants shall be able to:

- I. Understand the basics of communication;
- II. Communicate in English with the correct grammar;
- III. Organize their thoughts to convey a message in a clear and concise manner;
- IV. Prepare written communication materials such letters, memos, emails, and reports;
- V. Prepare presentation materials;
- VI. Communicate orally in English;
- VII. Use the proper visual communication tools.

DAY 1

MODULE 1: COMMUNICATION BASICS

- I. COMMUNICATION PROCESS
 1. Source-Message-Channel-Receiver Model
 2. Purposes of Communication
 3. Forms of Communication
 4. Barriers to Effective Communication
 5. Basic Grammar

MODULE 2: ELEMENTS OF A MESSAGE

- I. Content
 1. Knowing Your Purpose
 2. Knowing the Recipients of Your Message
- II. Style
- III. Structure
 1. Organizational Patterns

DAY 2

MODULE 3: WRITING PROJECTS FOR ENGINEERS

- I. Letters
- II. Memos
- III. Emails
- IV. Reports

MODULE 4: PREPARATION OF PRESENTATION MATERIALS

DAY 3

MODULE 5: PRESENTATION SKILLS

- I. Oral Communication
- II. Visual Communication

Course details

Who should attend?

- Electrical Engineers
- Engineering department staff
- Test engineers
- Cadet engineers
- Substation engineers
- Engineering faculty members

Date/s offered:

March 2 to 4
May 4 to 6
June 7 to 8
August 3 to 5
October 12 to 14
December 14 to 16

Venue:

7th Floor Integrated Professional Office Bldg, 14 Quezon Avenue, Quezon City, Philippines

Registration fee:

Php 9,500.00 per person
3 participants from one company get 10% discount

Student and faculty rate less 30%

About PAMAV

PAMAV was formed in 2005 to offer competency training programs and continuous education that offers up-to-date skills and knowledge thru exposure to various current industry practices. We are a pioneer training center in the Philippines that offers competency-based training for Engineering professionals.

PAMAV offers public and in-house training seminars.



PAMAV TRAINING INSTITUTE & TECHNOLOGY CENTER, INC.

Competency-Based Training for Global Excellence

Effective Communication for Engineers

Registration form

Title	First name	Last name
Designation		
Company Name		
Telephone number		
Mobile number		
Email		

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Other courses available

Insulation Power Factor

Substation Design and Construction

Protective Relaying

Computer Aided Design for EE

Effective Communication for Engineers

Professional Image and business etiquette

For more information and assistance, contact Sales at telephone (632) 7433694 or contact@pamavtech.com
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