

MCN CONSULTING NETWORK LTD

RWANDA COUNTRY

Phone number: 0788271647 - 0733095056

Office email: mwembaconsultingnet@gmail.com



Call for Professional workshop: ‘Advanced communication skills in English’

- General content -Advanced communication skills in English,
 - Professional Curriculum Vitae for NGOs
 - Professional Curriculum Vitae for National & International companies
 - Professional Curriculum Vitae through E recruitment Portal
- Workshop programs: Evening and Weekend Programs
- Training Venue: Solace Ministries Guest house - Kigali- Gasabo - Kacyiru -17 KG 548 St
- Phone: +250788 271 647 / +250733095056
- Email: mwembaconsultingnet@gmail.com

1. **Introduction**

- Do you need to become English language Proficient?*
- Do you need to apply and become successful candidate for Public and Private sector (Government staff, NGOs, International companies) position?*
- Do not miss!!!!*

MCN Consulting Network is inviting English users to attend the important workshop aiming to:

- ✓ Identify spelling mistakes
 - ✓ Identify different parts of speech and use them adequately
 - ✓ Write grammatically correct and meaningful sentences, Paragraphs, Dissertations, Theses, etc.
 - ✓ To lead and participate in discussion of different types,
 - ✓ To express themselves using the target language.
 - ✓ To express themselves effectively in their technical subjects.
 - ✓ Handling public speeches
- a. Who should attend this professional workshop?**
- ✓ All trainers, teachers, mentors, School leaders, Health Center leaders, Managers
 - ✓ Junior leaders: Officers, Associate I, II, III, Assistants I, II
 - ✓ Businessmen – Business women
 - ✓ Young graduates
 - ✓ Job seekers

b. Course outline

| MODULES | CHAPTERS | SUBCHAPTERS |
|----------------|-------------------------------------|--|
| Module 1 | Phonetics & Phonemic Transcriptions | • English words Pronunciation |
| | | • Stress Production |
| | | • Polysyllabic pronunciation |
| | | • Linking |
| | | • Spelling rules |
| Module 2 | Public Speaking | • Basic rules for public speaking |
| | | • Oral Presentations |
| Module 3 | Language and its descriptions | • Parts of Speech |
| Module 4 | Writing skills | • Spelling, • Capitalization, • Punctuation, • Handwriting and keyboarding, • Sentence structure |
| Module 5 | | • Curriculum Vitae for NGOs • Curriculum Vitae for National & International Companies • Curriculum vitae via E-recruitment |

c. Training methods

This training course will be run in a workshop style with a high degree of participants' involvement and interactivity. Adult learning methodologies will be employed. Debate and open discussions will be encouraged. The trainer/Facilitator will use a mix of presentations and live case scenarios to define and explain key concepts and practical exercises.

d. Award of Workshop Certifications

Upon successful completion of exam (70% or above) at the end of training sessions, each participant will get the certificate. Those who will score below 70% shall be given second sitting chance with no additional fees.

e. Professional course fees

- **Program Fees:** FRW 60,000 per delegate and it shall cover course Tuition fees, breakfast, Lunch and Certificate.
- **Bank details:**

-Bank Name: Equity Bank

-Bank Account: 4015200997434

-Account Name: MWEMBA CONSULTING NETWORK LTD.

Training Programs:

| No | Month | Program | Dates | Time |
|----|----------|-----------------|------------------------|--|
| 1 | November | Weekend program | November 10 &11, 2023 | Saturday & Sunday From 9:00-3:30 p.m |
| | | | November 17 & 18, 2023 | Saturday & Sunday From 9:00-3:30 p.m |
| | | | November 24 & 25, 2025 | Saturday & Sunday From 9:00-3:30 p.m |
| 2 | November | Evening Program | November 6-9, 2023 | Monday - Thursday from 6:00 - 8:30 P.m |
| | | Evening Program | November 13 - 16, 2023 | Monday - Thursday from 6:00 - 8:30 P.m |
| | | Evening Program | November 20 - 23, 2023 | Monday - Thursday from 6:00 - 8:30 P.m |
| | | Evening Program | November 27 & 30, 2023 | Monday - Thursday from 6:00 - 8:30 P.m |
| 3 | November | Online Program | 01-Dec-23 | Fiday - From 2:00 P.m -8:30 P.m |
| | | Online Program | 02-Dec-23 | Saturday - From 9:00a.m - 3:30P.m |
| | | Online Program | 03-Dec-23 | Sunday - From 9:00a.m - 12:00 P.m |

- A. Registration will start from October 28, 2023
- B. Click the link to register for Advanced Communication skills:
https://docs.google.com/forms/d/e/1FAIpQLSeP4RSpQiVWXpu5JaB4jE0g7NaK3u0qB2AbAMe8Bj_w6J_tTg/viewform?usp=sf_link

Note: After your Payment, kindly scan the pay slip and send it to mwembaconsultingnet@gmail.com

Should you need further clarifications, kindly call or write to us via +250 733095056

Kigali, October 28, 2023

Dr. M. Mwemba

Managing Director

