



MCN CONSULTING NETWORK

RWANDA COUNTRY

Phone number: 0788271647 - 0733095056

Office email: mwembaconsultingnet@gmail.com

Dear participant,

RE: Invitation to attend Advanced communication skills Workshop Themed "Effective communication through verbal and nonverbal communication practices"

Dear, MCN Consulting Network is the professional firm of experts located in Kigali city, Gasabo District, Kacyiru Sector, Email: mwembaconsultingnet@gmail.com Phone: +250788271647 with mission of providing both Corporate Trainings and Human Resources consulting services to National institutions, companies and International NGOs operation in Rwanda. Therefore, MCN Consulting Network is pleased to invite your staff members to attend Advanced communication skills in English, those are but not limited:

- ❖ Customer Services Officer, Front desk
- ❖ Public Relations Officers,
- ❖ Secretary,
- ❖ Marketing Officers,
- ❖ Advisors
- ❖ Departmental and supervisors to attend advanced communication skills workshop themed "**Effective communication through verbal and nonverbal communication practices**" this will be held on December 11th-13th, 2023 at Solace Guest House located in Gasabo District, Kacyiru sector, KG 563 St, Kigali

This workshop will be a great opportunity to learn and exercise about quick win strategy and adopting the best communication practices for internal and external services within the institution.

The workshop will cover a variety of topics, including:

MODULES	CHAPTERS	SUBCHAPTERS
Module 1	Phonetics & Phonemic Transcriptions in English	• Pronunciation of English Language
		• Stress Production
		• Mono & Polysyllabic pronunciation
		• Linking of English words
		• Silent letters in English
		• Spelling rules
Module 2	Public Speaking in English	• Basic rules for public speaking
		• Oral Presentations in English
Module 3	English Language and its descriptions	• Parts of Speech in English
Module 4	Writing skills	<ul style="list-style-type: none">• Minute report in English• Memo writing in English• Cover and motivation letters• Curriculum Vitae for (NGOs & International companies)• Donation letters structures• Recommendation letter• Rescinding letter• TO WHOM IT MAY CONCERN

TRAINING BREAKDOWN

No	Programs	Days	Dates	Period
1	Day	Monday-Wednesday	December 11, 12, 13, 2023	9:00a.m-4:00p.m
2	Evening	Monday-Thursday	December 11, 12, 13, 2023	6:00p.m-8:30p.m
3	Weekend	Saturday-Sunday	December 16, 17	9:00a.m-4:00p.m
4	Online	Friday, Saturday & Sunday	December 15, 16, 17	9:00a.m-4:00p.m

I hope you will join us for this exciting Learning and Development initiative to be facilitated with the high experienced trainers in **communication skills** and **Human Resources experts**.

The Participation fee is **Rwf 220,000** per delegate. Participants may pay through the Bank account:

- ❖ 4015200997434: **EQUITY BANK**
- ❖ Account name: **MWEMBA CONSULTING NETWORK**
or using
- ❖ MoMo Code: **052156**
- ❖ **MWEMBA CONSULTING NETWORK LTD.**

Early Bird Discount: 10% if you pay on or before 4th December 2023; Companies/Institutions with 5 or more participants get a 20% discount, a registered member of MCN Consulting network will have 20% discount.

- ❖ *We will provide training full package (Training Materials, tea Breaks, Lunch and Certificates)*
- ❖ *To arrange your own accommodation, you may contact Solace Guest House on +250785697086.*

Kindly confirm your participation by email at mwembaconsultingnet@gmail.com or call **0788271647** before **8th December, 2023**, this will help us further preparations relating to training workshop. Below is a link with a concept note and program for your consideration:

Sincerely,

Done at Kigali on November 23, 2023

Dr. Faustin Munyaneza PhD

Managing Director



AGENDA FOR THE WORKSHOP

THEME: EFFECTIVE COMMUNICATION THROUGH VERBAL AND NONVERBAL COMMUNICATION PRACTICES

Day 1	Time	Action	Responsible
Arrival	8:30-9:00a.m	Registration and Opening remark	Protocol
Module 1	9:00a.m-12:00p.m	Presentation: <ul style="list-style-type: none"> ✓ Pronunciation of English Language ✓ Stress Production ✓ Mono & Polysyllabic pronunciation ✓ Linking of English words ✓ Silent letters in English ✓ Spelling rules 	Facilitator 1
	12:00p.m-1:00p.m	LUNCH TIME	Protocol
Module 2	1:00p.m-2:30p.m	✓ Basic rules for public speaking	Facilitator 2
	2:30p.m-4:00p.m	✓ Oral Presentations in English	Facilitator 2
Day 2	Time	Action	Responsible
Arrival	8:30-9:00a.m	Registration & Tea break	Protocol
Module 3	9:00a.m-12:00p.m	✓ Parts of Speech in English	Facilitator 1
	12:00p.m-1:00p.m	LUNCH TIME	Protocol
	2:00p.m – 3:00p.m	✓ Oral Presentations –Part 1	Facilitator 2
	3:00p.m-4:00p.m	✓ Oral Presentation – Part 2	Facilitator 3
Day 3	Time	Action	Responsible
Arrival	8:30-9:00a.m	Registration Tea break	Protocol
Module 4		<ul style="list-style-type: none"> • Minute report in English • Memo writing in English • Cover and motivation letters • Curriculum Vitae for (NGOs & International companies) • Donation letters structures • Recommendation letter 	
	12:00p.m-1:00p.m	LUNCH TIME	Protocol
			<ul style="list-style-type: none"> ✓ Rescinding letters ✓ TO WHOM IT MAY CONCERN - STRUCTURES
	3:30-4:00p.m	Closing remark + Certificate delivery	MCN Consulting Network & MD