



Subject: Effective Written Communication Techniques
Date: 18 - 19 March, 2019
Venue: INSTAT of Albania

Objectives:

- Develop written communication skills to outreach to the general population and targeted population groups
- Internal communication
- Develop Techniques for Report Writing
- Develop techniques on how to give direct and indirect message to the users

DATE/TIME		PROGRAMME	PRESENTER
DAY 1: 18 March 2019 (Monday)			
8:30	9:00	Registration of the Participants	INSTAT of Albania
9:00	9:15	Welcoming/Opening Remarks	INSTAT of Albania
9:15	9:45	Introduction and Sharing of Countries' Experience	Ms. Wan Siti Zaleha/ INSTAT of Albania
9:45	10:45	The Introduction to Communication	Ms. Wan Siti Zaleha
10:45	11:00	Break	
11:00	12:00	Barriers to Effective Communication	Ms. Wan Siti Zaleha
12:00	13:30	Lunch Break/ Salat	
13:30	14:45	Introduction to Written Communication	Ms. Wan Siti Zaleha
14:45	16:30	The Writing Process	Ms. Wan Siti Zaleha

DATE/TIME		PROGRAMME	PRESENTER
DAY 2: 19 March 2019 (Tuesday)			
9:00	10:00	Techniques for Report Writing	Ms. Wan Siti Zaleha
10:00	10:45	How to Present Information Differently	Ms. Wan Siti Zaleha
10:45	11:00	Break	
11:00	12:00	Internal Communications	Ms. Wan Siti Zaleha
12:00	13:30	Lunch Break/ Salat	
13:30	14:30	Leveraging Social Media as a Communication Tool	Ms. Wan Siti Zaleha
14:30	15:30	Effective Communication through Social Media	Ms. Wan Siti Zaleha
15:30	16:30	Wrap-up Session/ Closing	Ms. Wan Siti Zaleha/ INSTAT of Albania