



PRESENTS

## EFFECTIVE SPEAKING



Effective verbal and nonverbal communication skills are valuable in the workplace. Understanding the benefits of effective communication helps companies place a focus on developing a workforce that is able to communicate within the firm and with stakeholders.

The program aims to equip participants with sound knowledge on Effective Communication at Work, development of correct voice for different speaking situations, Presentation skills, Public speaking skills and Nonverbal Delivery skills. Upon the completion of the course the participants will learn & refresh their knowledge base on communication skills that are very essential to be at their very best in the corporate business world.

NATIONAL BANKING INSTITUTE LTD.

Central Plaza, 6<sup>th</sup> Floor, Narayanchour, Naxal, Kathmandu, Nepal.  
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## Overall Outline

1. Using appropriate communication methods.
2. Effective Speaking Voice
3. Cultivating Your Professional Voice
4. Skills to sound more Authoritative
5. Speaking with Charisma
6. Art of Listening
7. Understanding Self and Audience for great Presentations
8. Nonverbal Delivery and Body Language
9. Examples of Inspiring voices in speaking
10. Developing Your Public Speaking Voice
11. Eliminating Stage Fright and other public speaking difficulties
12. NLP and Body language
13. Learning from the best and speaking like a CEO.

**Date:** 7th November, 2015.

**Venue:** NBI Hall, Kathmandu.

**Time:** 9:30am to 5:00pm

**Target Audience:** Up to Mid level.

## Terms and Conditions

Fee/ Charges :

1. Cancellation/ withdrawal of participants must be done 24 hours prior to start of the program. If participant does not attend the program without cancellation, full charge shall be levied to the client.

## Mr. Umang Jung Thapa

Corporate Trainer/ Freelance Consultant  
Profile



Umang Jung Thapa is a certified Corporate Trainer (TOT certified) involved in training Banking professionals on Marketing, Customer Service, Effective Business Communications and other Soft Skills. Trainer has trained over 1000 participants for over 25 commercial banks since 2010 with excellent feedback on training effectiveness and ability to address the training needs.

Trainer brings in over 8 years of corporate experience having worked with both multinational and national level banks namely Standard Chartered Bank Nepal Ltd (SCBNL) and Laxmi Bank Ltd (LXBL) as Business Development Manager, Relationship Manager and Corporate Communication Manager between 2002 and 2010.

Trainer has also been working as Freelance Consultant since 2010 giving holistic business advice on to business enterprise and social enterprises.

Academically Trainer holds a MBA in International Marketing from City of London College, UK. Trainer is also certified by AHLA (American Hotel and Lodging Association), USA as an Educator for Marketing in Hospitality Industry. Trainer has also been working as senior part time Faculty member at Silver Mountain School of Hotel Management(SMSH) <http://silvermountain.edu.np> since 2007. **Currently teaching Exploring Strategy & New Enterprise Creation module of the Queen Margaret University(QMU), Edinburgh, for the BA in International Hospitality and Tourism Management (IHTM) degree of QMU here in Nepal. Other Teaching experience includes faculty at MBA level at International School of Tourism and Hotel Management ([www.ist.org.np](http://www.ist.org.np)) Dilli-bazar.**

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