

(AWFERA) COURSES :

PRACTICAL

COMMUNICATION

SKILLS

By SIR

Irfan Malik

gaca.gov.sa

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DAWFERA) COURSES :

PRACTICAL

COMMUNICATION

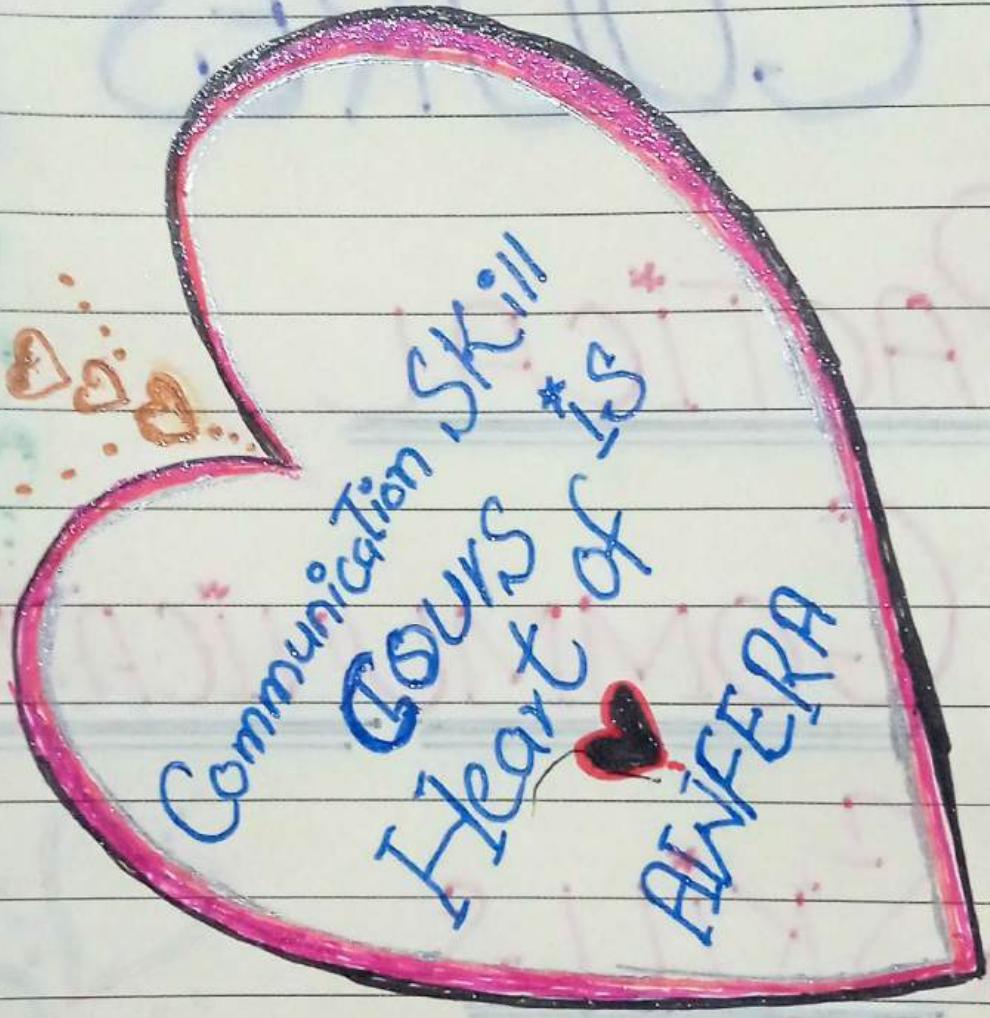
SKILLS

By SIR

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Lecture No# 1 + 2

Page 1

Topic :-

IMPORTANCE &

Basic Elements

of Communication

Importance:-

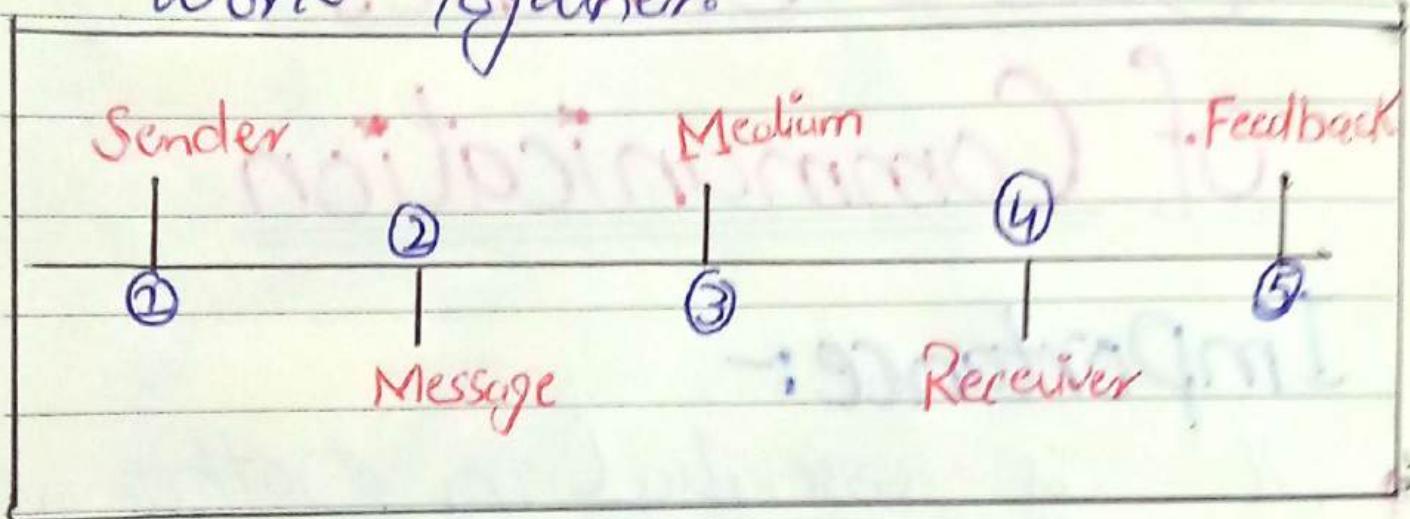
- It is essential in both personal & professional life.
- Good communication skill impact mental health, relationships and career success.
- Miscommunication can lead to misunderstanding, conflicts and lost opportunities.
- Matter Both world (dunia OR Akhlaaq)

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You are leaving in School, home office depend upon on your communication skills."

Basic Elements

- ① Communication skill consists of key components that work together.



① Sender (L.S.)

initiator :-

→ The Person is the person

who speak communication

Example:- Sir Irfan

deliver the lecture is

gaca.gov.sa Sender.

Roles of Sender:

choose the best way to communicate

→ Ensure clarity to avoid misinterpretation.

Example: Message speak.

① Message (رسی)

Definition:-

The message is the information "idea", "feeling" being communicated.

Example:- The key message here is understanding

→ Communication elements

Topic of lecture is the Message Example:-

② Medium :- (رسیس)

The way in which message is send to other person.

Message Quality is affected by :-

- Clarity & Structure
- Sender Tone & choice of words
- The Receivers Perception.

Verbal:-

○ Spoken words
Features conversation
Phone calls

Written:-

○ Email, Letters

Text, messages
Reports etc.

Written communication

Non-Verbal ~

① Gesture, facial expression, Body language. Signs:

Example:- A Teacher looking
at a student angrily
 is a form of non-verbal
 communication.

② Receiver of (Info.)

Interpretation:
 Personal understanding

Reception:-
 Getting the message
Perspective :-
 Individual Context

The Person who gets the
 messages.

Example:-

Two students may interpret this
 lecture differently.

Feedback - (Ex. P.6.C.W) Page=5

→ initial Response

feedback is the response from the receiver side.

→ Process Completion

It completes the communication process.

→ Non-Verbal cause
nodding facial expression.

→ Improvements:-

Helps refine future communication

Examples:-

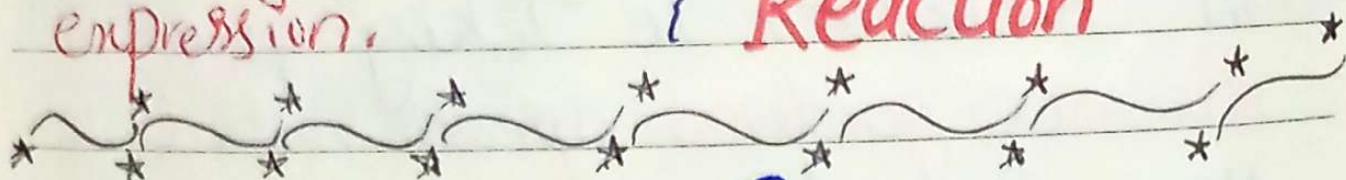
Verbal response

I understand

Written response

E-mail reply

Feedback is Reaction



Types of Communication

The types of communication

→ Verbal Communication

→ Non-Verbal Communication

→ Written Communication

→ Visual Communication

* Verbal Communication:-

- The communication that involves spoken words.
- Can be formal or informal.
- Used in face To face.
- Phone call, meeting, speeches etc.

⑥ To understand of its Types
in Some case its very useful
and other is very dangerous.
in Relation To Taking your
Parents, gardens speak verbal To
your friends.

In office with Clients in
written communication (like E-mail)
written forms values is different
To make Records.

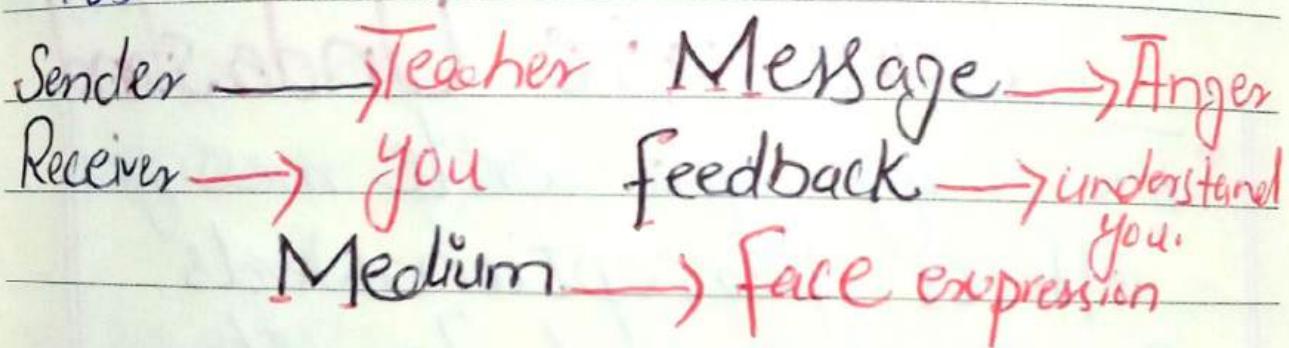
Non-Verbal Communication

The Sine of gestures,
face expression Body language.
without speaking very power language

Example:-

When you late in class Room

Teachers see him with angry face
you can understand all elements
of its.



The Art To

Understand To non-verbal
communication Convery your message
and understand it

* Written Communication:-

⑥ The Source To Convey Your Message, Email in hard-forms like (whatapps, message chatting) make documents, letters etc.
It's very powerful

* Digital Body

Language Understand

"The way you write messages affects perception, words punctuation and formatting create expression."

Professional

→ Send me the report

Tip:- Be professional and clear in emails
gaca.gov.sa on the Mssgs.

Casual

→ Hey! hope you're doing well. Can you share report when you get a chance?

The Selection of words
in your message will tell
your body language.

It's fall in non-verbal
communication.

① Visual Communication:-

Using Images, charts, graphs
video and design to show
your message.

② Benefits

- Explain Complex Information.
- Engage Audience quickly
- Used in education marketing data analysis

③ Challenges:-

- Requires design skill
- Can be interpreted differently by different people.

Lectures No# 3 + 4

Topic:- What Are Communication Barriers

Barriers are Obstacles that Prevent effective Communication.

Impact:- They Can distort Block or change the meaning of a message.

Consequences- Lead To Mis-understanding, Conflicts, and frustration.

Types :-

- Language → Physical OR
- Cultural Environmental
- Emotional

Language Barriers:-

The most common barrier (70 to 90%) of communication.

Happens when people speak different language or use of diff Blang and idioms. short words.

Example:-

When one person speak Urdu another speaking to English much difficult to understand each others.

Cultural Barrier:-

Communication styles, gesture greetings and expressions vary across culture. Some culture value directness, others prefer indirect communication.

Example:-

① In Some Country To Say Salam in Bowing (wād) is a Sign of Respects or others Country Sign is inappropriate. To set in certain way and Conversation it. "Culture To Culture vary." Showing "Empathy"

Emotional Barriers:-

An emotional barrier occurs when emotions like anger, stress, disappointment interface with effective communication.

Example:- Receiving a harsh E-mail from Client and Reacting emotionally during meetings. When you are stress, frustration.

Physical Environmental :-

Factors that disrupt the flow of communication can significantly impact understanding.

Examples:-

Noise interference when u meeting with client on Zoom with poor audio of due To unstable connection.

Physical distance

How To OverCome :-

<u>Barriers</u>	<u>Over-Come</u>
* Language	• Learn basic use simple words • avoid information overflow
* Cultural	• Research that culture, adapt it norms, Showing Empathy.
* Emotional	• Show Patients, control emotions (+ve) responded not Reacting, Just Listen.
* Physical	• Choose the Right environment, ensure gaca.gov.sa Technology, Time your Minds.

- Importance of Confidence :-
 - Understanding the Impact
 - Mind your Body language.
 - Develop Skill
 - Control your Delivery depend your Environments.

all Keys of effective Communicate.
To the Points.

Overflow Of Information:-

④ Proving unnecessary detail can confuse the listener. For example when asked a simple question in an interview some people share their entire life story.

1Liner To the point, precise your answer (لکھیں جو کوئی سچا اور مختصر اور ممکنہ ترین طرز میں) (لکھیں)

Smartly Speech.

~~Solving Puzzles~~ Basic Vocabulary Build :-

→ Clarity Calmness in your works
 To handles Language barrier in very good way.

★ In cultural Barriers:-

- ① When your dealing in Company Friends, Relation any deals
 To understand other Personal Cultural To effective communication
 To handle This barrier.

★ In Emotional Barriers-

- ② It is very IMPORTANT. To handle this like (怒) when you upset, angry. Control yourself.

Try it not Talking To other, not Email, not communicate, not Phone call, always Take your Time of your Minds To Relax

Difference B/w

Reacting

- ④ Acting on impulse without thinking. e.g. getting defensive in an argument

Responding:-

- Taking Time To Think
before Ans. e.g.
analyzing a situation
calmly before
replying.

In Response: → use Respectful and thoughtful languages.

→ choose words carefully before speak.

اپنی بات کو تولے - نجیر عس رئیتھے
اپنی بات کو تاپ نہ تول کر بات کرو

Always Respond
Never React if
you grow business, Relationships.

In Physical Barriers

① When one idea come your mind over night. This is very good idea and you tell this in your company boss/client.

In that situation: Boss already

② busy in your meeting under the stress enveloped works.

when enter office of boss from tell the idea in that environment.

Wrong communicate not good time or night phone call dis-connect of network. very IMP communication (exp) but not understand it.

Peaceful Environment To Communicate
when dealing big deals [IMPORTANT]

Develop it:- Example find out
 ↗ Practices Speak ↗ Tell AI and find
 ↗ Solution

Role of Empathy

- The ability to see a problem from someone else's perspective
 - Understanding another person emotion thoughts, and challenges
 ↗ Think and feel - if you can't do it.
- Example:**
 if your parents cannot fulfill your demands. understand they condition. Perhaps they facing financial issue, stress of work or other things.

Why Empathy Matters

- Improve Relationships.
- Reduced Conflicts → Enhance Comm...

Key Steps How To Practices?

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- Listen Actively. → Asked question
- Avoid Judging → Responded
- Reflect on your Actions.

IMPACT :-

* In Personal Life:-

- Stronger Relationships
- Reduced Conflicts

* Professional Life.

- Better Client Relationships.
- Improved Teams dynamics.

* Business Success:-

- Retaining clients
- Avoid Burnout

"Empathy is the Mark
of True Believer. Called
True Muslims."

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Lectures No # 5+6

Topics & Verbal

Communication Skill & Tips

How effective your Talk?

In verbal communication, the important things, which Topic you Talk **Strongly** grasps.

★ Master the Topic with Confidence:-

★ Building Elm

→ Strong Knowledge about the Topic boosts confidence.

→ Research on That Topic

Understanding your Subject
enhance Body language
Tone and clarity.

★ Common Mistakes

→ Don't Share overflow of information,
Always speech Concise To the Points.

* Control Nervousness:-

Effects of Nervousness:-

→ Fear and overthinking can weaken communication as:-

- Over thinking / explaining
- Speaking Too Fast.
- Unclear delivery.

* Overcome :-

→ Focus on communicating your message rather than impressing others.

→ Stay calm, confident & relax.

→ Communicate your point of view without any fear.

→ Don't over-calculate your words.

* Observing the Listener's Feedback

- | | |
|--|--|
| → Observe your audience | → Adjust tone and pace. |
| → Responded to confusion | → Always stay eyes on another feedback <small>bao.gov.sa</small> |
| → Rephrase your explanation using simple words | → Practices to speak it. |

④ Active Body Language :-

- Eye Contact
- Open Posture
- Facial Expressions.

⑤ Always Choosing Positive Words

○ Using Positive words. Ex: instead of saying, "I cannot do this" Say I am not be able TO do this but I can try another approach.

"That's impossible" Say That seems difficult, but lets explore more.

words impacts how people receive you
Always select +ve keywords || above all.

→ Record your videos

→ Speak Speak and Speak.

→ Feed back your Communication from
Pairs, friends, colleges. good Books Reading.

Non-Verbal Communication

Page 23

3)

How to improve it?

and how its Importance (مکمل)

جیسا کہ اپنے میز پر اور سفر میں
لگوں پر اپنے بھائیوں کے ساتھ

Mistakes

→ Looking around here and there
when someone speaking you.

Playing with some objective
like (Pen, pencil, phone).

→ Showing Negative Reaction
Poor Posture (sit and stand).

Overcome :-

→ Listening Attentive ↓ You Speak.

→ Maintain Eye-Contact

→ Open body language Talk

→ Giving feedback with Smiling face

Avoid body language (-ve)

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A) In Professional Settings:-

- Clients and employers Analyze body language before making decision.
- How u sit, move and react affects perception (where u clothes)
if some things is unclear, your body language should signal curiously.
- when in a meeting, avoid showing irritated and disengaging.

B) Common Pitfalls and how To Avoid them:-

- Negative body language.
 - Over-excitement in professional settings
- Tips:-** improving non-verbal communication.
- Awareness → Refrain from over-inform
 - Feedback and Empathy.

Lectures No # 7 B

Topic:- Listening Skill

Listening VS Hearing

- | | |
|--|---|
| → Actively focusing on and interpreting information. | → Passive reception of sound without understanding |
| → Requires attention, memory and engagement | → background noise does not require focus. forgotten or ignored |
| → Leads to understanding & retention | |

Active Listening

- Understanding the words, concession
- Build vocabulary
- Using experiences
- Result find

Passive Listening

- when you mind's out of context of some time you're in shopping mall don't care background noise

Consistency is Key for Active Listening

Some Exercise for What you Can Really do.

(IELTS) Tests To go UK

Some Tools mock test you can improve your listening skill

Techniques:- Listening

→ Probing Question

→ Rephrasing

→ Avoiding

→ Practices of

Listening Tests

In (IELTS Tests) To see

Audio then you give answer

Problems:-

Avoid Jumping To →

→ Conclusion:- Don't react emotionally before fully understanding the message.

⑥ when you Listening Time Trigger impulsive negative (Grief, Anger)

Improving Listening Skills-

Increasing focus Minimize distraction
Take notes (Summarize)

Rephrase and confirm understanding
Ask Question and Answering

Two Types :-

(Prop) seeks more

you Someone

To Trim To

addition information

Question

Ask Question how To improve Listening skill.

Rephrase :-

like: when you

Telling story

one page story

one page story

بے اس کہتے تو کہیں

ایک حصہ کرنا اور اس

کو ساتھ میں لے سکھا بھروسہ

تھوڑے کہیں

(one page story)

Out of Tune :-

out of tune مکمل اور بوری وسوسے تھے

اور اگر جاننے کے لئے بڑے دفعہ کو کہیں

ایک اور جس دلیل کے لئے تو کہیں

Ex:- when you watching lecture of AI and your gacagov.su mind out of Tune topics Thinking somewhere

when you listening always
Responded not React.

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عندما تنصت على شخص آخر
(العقل) لا يتأثر بالجسم (الجسد)
فهو ينبع من العقل وليس من الجسم
وهو رد فعل - المترافق مع الموقف
والرد على الموقف في مدة قصيرة

How calm and Compose
in your life.

well thought out and
planned is Responded

Lecture No# 8

(Video 1)

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Topic: Writing Skill

It is very Important
To Digital Body language.
It is essential To by
word's.

Selection of words determines
how people perceive you.
It's shaped your digital
body language. It's may be
→ Deal Breaker
→ Deal Makers

In Remote worlds its directly
Connect your

Digital Body language → Writing Skill

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you can access physical state³⁰

through Message

Selection of words in writing
Skill how are you excited

happy, worried and other.

Selection of write words
enhance your body language

* Points 1 :-

- Always know your Audience
Teachers, Student etc
- Selection of words is better the
- Content of your Messages.

* Point 2 :-

Be clear and Concise:-

- when your written e-mail or
Msg in Concise way short and
To the point of view avoid
overflow of information.

* Point 3 :-

Organize your Content :-

- Visual Emphasis (bullet point, bold, highlights text) for key points.
- Proper formatting.
- Practical Application.
Ex:- when writing to a manager, highlight important points.

* Point 4 :-

Use a Professional Tone :-

- Choose Word Impact.
Selection of words determine how respectful or rude you sound.
- Unprofessional Example.

Here is file.

- Professional Example.

Please find the attached file

- Best Practices

Use politeness and professionalism in business writing.

* Point 5:-

Proofread Before Sending :-

- Recheck Carefully which is you write like spell mistake grammar.
- Avoid Misunderstanding avoid that words could cause misinterpretation.
- Double check your Message and Read it Before sending.

* Point 6:-

Get To the Point quickly.

- Start with Purpose
 - Provide Details
 - End with Call To Action
- Writing - 1. Main Topic
- 6% out of Topic
- 6% out of Topic & Sink

* Point 7:-

Avoid Complex Words/Jargon.

- Use simple and clear language
- Adjust Technical Terms based on the Reader's knowledge.

Ex:-

Complex	① Our API integration pipeline has encountered an execution error
---------	---

Simple	② There is a problem connecting the App To the website.
--------	---

* Point 8:-

Be Polite and Respectful

- Careful word choice
- Demanding Example:- I want To Send the Credentials.
- Polite Example:- Could you kindly Share the credential when you ease.
- * Point 9:- Include the which u want To do. gaca.gov.sa

(Part 2)

- Don't Relay on AI Tools
 - Hallucination of AI (misguide)
 - Don't Copy Paste using (AI)
- Using Visual Aids when it's Needed:
 - Infographics → Charts → Balance
 - Visual impact is more than Textual descriptions.

→ Prompt Responding To

Message OR E-mails:-

- Timely Responded Communication effect
- Promptly Communicate it and Tell the Situation be polite
- Acknowledgment when client about your project and more Research it.
- but when you doing it
Timely Responded client and aware your project

Lecture No # 9 + 10 BSC

Profits & Loss In Communication.

[Any Topic / Any things Two Things.]

Every Messages has Two Possible outcomes:-

Positive or Negative

- The way we communicate determines whether it leads to success or failure
- Effective communication creates positive interaction and business success.

2 Way To
① Deliver the Same Messages:-

Example:- Reporting Task Completion

To Client.	I complete	<u>Positive</u>
<u>Negative</u> :- due to certain issues, I could not	I the Task completed	I AM happy To report that I successfully complete (6) Task, but some issues later due to this
		issues.

★ Important of Positive framing / Images :-

- Start with Positivity
- emphasize what is done before starting what is pending.
- The improves Client Satisfaction and trust.

★ The Power of Saying "NO"

Learn To Say **NO** without sounding rude or negative

* Negative :-

I can't do This.

Positive :-

I won't able to do this Time, but I can suggest an alternate.

★ Anticipate the Recipient Thought's:-

(in every life of person) before send msgs. how? How ill the receiver interpret?

Instead of Sending a one line msgs. provide all details upfront.

Poor message & "Hello Sir"

Better Way :- Hello Sir, I have a question about X... reson. Here is the issue (ScreenShoot). My question is how should I process it?

Avoid Delay Messages :-

- ① Sending Messages in parts

→ creates confusion and delays

Solutions :- Write all information

in one message clearly mention.

Be Clear and Proactive :-

- ② Anticipate follow-up Question and answer them in advance.

Selection of Words

Communication is key to success, in freelancing, business, jobs and relations.

The Right (Selection of words) can either build or break a deal.

Saying "NO" Politely:-

Instead of

→ I cannot do this

Say

→ I won't be able
To do this

- ① This conveys humility and professionalism.

(2) When Something Seems Impossible.

Instead of

→ That's not possible

Say

→ Let me see what I
do

- ② Leaves Room for alternative and

(3) Clarifying Misunderstandings

Instead of

→ You misunderstand

Say

→ Let me clarify that

Result Shows Respect and Takes responsibility
for clear communication.

(4) Giving Instructions Politely:-

Instead of

You have to do this

Say

→ Could you please do this.

Result: Makes request sound more cooperative rather than Demanding.

(5) Addressing Problems Positively:-

Problem arises Situation needs attention.

Instead of

This is a

Possible

Say :-

we have a challenge to address.

Result: Keeps the conversation attractive

(6) When you Don't Know Something.

Instead of

I don't know

Say

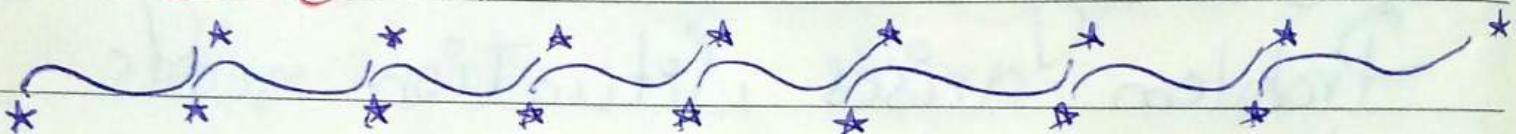
→ I will find out and get back to you.

Result :-

Show willingness to learn and problem-Solve.

7) DisAgreeing Respectfully:-

Instead of	Say
"u are wrong"	I See your
Encourages open discussion rather than confrontation	Point, but I think differently
Outcome ↗	



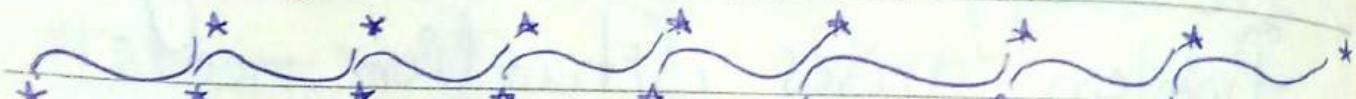
7) DisAgreeing Respectfully:-

Instead of

Encourages ^{"you are wrong"} open discussion rather than confrontation outcome ↗

Say:-

I See your Point, but I think different



(Lecture N#10) (Part - 2)

Positive Alternative

For Client Communication

★ Mistake For you Client
Or Junior Side.

* Encouraging Instead of Criticizing :-

Growth Mindset :-

Next time, could you try this add your Point.

Fixed Mindset :-

You Should have done this.

Out-Comes :-

Offers Constructive feedback without discouragement.

* Asking for Clarification

Client Specification:-

* Instead of
I don't understand

* Saying -
could you explain
that again please

* Encourages clear and effective communication

Handling Request Outside Your Role [अपरिविवेकीय]

★ Proactive Solution

Let me Connect you with the Right Person

★ Result:- Show a Proactive approach and Teams works.

★ Dismissive Response

that's my Job

★ Instructions: Given Any Person

★ You Must Do This:-

it would be great if you could do this

I can't do this when you're working Teams/group:-

Sir we can't do this:

Instead:- Here's is what we can do

That's My Problem:-

Let me see how can I help:-(Customer friendly)

جیسا کہ میرے یعنی سوالات
کو حل کر دیں گے تو اسی پر وہی بتا دیں گے

Mirroring Technique:-

When any person is frustrated
fear, anger you say at this
condition You're Right, I under
stand your situation and then
say your point. It is very
strong technique. And write
Books Name:- [Never Split
the difference]

→ Say:- Calm down.

→ Instead:- I understand your fear.

I understand this is frustrating
then your point.

When you're busy and saying "44"
To do work during client
work and someone is enter.

You says- Instead:-
You need to wait | I appreciate your
Patient.

Keeps communication professional
and courteous in handling
busy schedules.

Lecture No #11

Topic:-

Leading The Meeting

And Discussions.

The is happening in the
Meeting with Clients, Boss, potential

Projects and many more thing
with meeting you place.

Leading Meeting is an Art

* Mistake When We go To Meeting?

First mistake we have to
go before it and thinking
what we have it and
speak it. (see below) and
waiting it.

* Preparation Before The Meeting is

- (1) Define the Meeting Agenda
- (2) Understanding Topic or Problem
- (3) Clearly outline the objective of the meeting
- (4) Research the subject matter gaca.gov in advance.

(3) List What You Know

④ Highlighting Key Points you want to discuss.

Define End Goals

Some Time you go To Meeting To

Express your Point of View

(4) Identify What You Don't Know

⑤ Prepare question to ask clearly.

(5) Determine the desired outcome.

Define what you aim to achieve from meeting.

When you go to Group Discussion in Meeting you speak lastly

* In Case of 2 Person -

Structuring the Meeting Discussion.

Start with Recap
Summarize why the meeting is taking place

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Calmly the Clear the Topic Set a Professional Tone without Rush

Acknowledge Participants
Recognize and encourage discussion

Use a Logical flow:
Present Points Step by step To Maintain clarity.

Effective Communication Strategies.

Be the last to speak when possible

Listen carefully before giving your point

Refrain from overloading information Stay concise and focused.

Encourage Open discussion

Allow Team members to share perspective

Use Positive language:-

Frame Suggestions Constructively.

★ Handling Different Opinions.

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- ★ Acknowledge other Perspective:-
- ★ Show appreciation for alternative views.
- ★ Politely Present Points.
- ★ Avoid dismissing ideas outright, instead, phrase response as additional perspective.
- ★ Use the Mirroring Technique
 - ★ Reapt key-points made by others To Show understanding.
- ★ Remain Professional
 - ★ Keep emotions in check and avoid personal bias.

Staying On Track

* Keep discussion focused on Goal

Avoid Straying into unrelated topics.

Encouragement:-

To all encourage for a balanced discussion.

* Summarize key

Reinforce important pts throughout the Meeting.

Stick To Time Allocation

Respect Time constraints and ensure efficient meet

| if Your Goals is Proper
Define Outcome is Positive and valued it. |

Lecture NO # 12 + 13

Topic: Conflict Resolution And Persuasion.

① Effective Conflict Resolution and Persuasion are business critical skill freelancing and every day interaction. Instead of viewing conflicts (-ve), they should be seen as opportunity for growth improved communication and even upselling.

* Critical Skill conflict Resolution and persuasion are essential in business and every day interaction

* Positive Perspective
Conflict should be viewed as opportunities rather than problems

Growth Opportunities:-

Conflict can lead to improved communication and potential upselling.

* Why was Conflict Brings?

The three things was conflict brings which result in a conflict.

① **Misscommunication**: You can explain your point is not good for you.

② **Misunderstanding**:-

You can Tell Them but he cannot translation into your point which is you understand it.

③ **Personal Biases**:- (उपकल्प)

When individuals have - pre - conceived notions that affect their Judgment.

* Steps To Resolving Conflict:

- Identify the Root
- Stay Calm and Listen Actively
- Use the Mirroring Technique
- Rephrase and Clarify

* Contd Steps To Resolving Conflicts.

- Provide logical Explanations with data.
- Suggest Alternatives instead of Rejection.
- Turn Conflict into an opportunity.

Everything Should be Said in the Parameters of Respect

* Persuasion Techniques-

- Leverage Emotional Intelligence
- Frame Your Message Positively
- Use Social Proof.
- Involve the other Party in Decision-Making.

Digital Communication

Tips

- Many people fail to apply effective communication skill in digital mediums. It's include

- E-mails → Messages (SMS)
- Video Calls (WhatsApp's)
- Audio Call

* Preparation Before digital Meetings.

→ Purpose

what do you want to achieve

Key-Points

what do you know and what do you need to know

→ Expected Question

Anticipate potential question from other party!

→ Out-Come

clearly define what you want from the meeting

* Checking Digital Equipment

→ Checking Camera, headphone

→ Stable internet connection

→ Lighting and background is professional.

→ Dressing sense even through virtual meeting.

→ Maintain good posture and eye contact in camera.

* Being Attentive and Engaged.

- Always stay focused during meeting.
- Avoid distraction.
- Be active and engaged.
- Use facial expressions and body language!

* Proper Use of Screen Sharing and Presentations.

- Prepare all documents and tabs
- Closing any unrelated or sensitive tabs
- Ensure no confidential information
- Check file names, bookmarks and open applications.
- Data privacy. (HIPAA Roles)
- Blur out sensitive data
- Password protect files.



HIPAA Compliance Role
for Client Communication.

Privacy Role you never shared
with public (Like Phone, Name)

Lecture No#14

Topic:- (Part-1)

(Interview Preparation
and Success Strategies)

- ① In this lectures we have apply all these communication
 - Verbal communication
 - Non-Verbal Communication
 - Selection of Words.

Interview means not (جواب دریافتی)

* Introduction-

→ Understanding the perspective
of an interview.

→ Common Mistakes leading to (s7)
rejection.

→ Importance of Verbal-Non
Communication

→ Practical Strategies for
excelling in interview.

* Background Research

Before the Interview :-

→ Know the Company's
background and industry.

→ Understanding the Company "vision" and "mission."

→ Research the Role and

Required Skills
Connect with
employees on
LinkedIn

* Understanding the Job description of Clients:-

- Read and analyze Job Postings carefully
- Identify the Key Responsibility and Skills Required.
- Align your experience with the company expectations.
- Prepare relevant examples of past work.
- Try To Build Connection Relation and value addition if you not got Jobs. and not come client.
- Good expansion Shows.

owner & Project Manager ⑥
Deep down (پڑھنے کی وجہ سے) value cui
کوئی بارہ نہیں ایسے Mind کی

What You Can

Do for Them?

ایسا کام کو شکریہ کرو

Congratulations پاکستان!

- (You are own boss)

* Identifying Your

Strengths and Skills:-

- Analyze your Core Skill and Strengths.
- Identify areas where you can add value.
- Develop a Concise way to communicate them.

→ Make a lists.
Be honest about your
weaknesses and your
approach to improvement.

→ [Research + Skill = Value]

مقدمة value will interview of

- ملحوظات

*Common Interview Questions:

- Tell me about yourself.
- What do you want this job
- What are your strengths and weaknesses
- Where do you see yourself in "5 yrs."
- How do you handle challenges;

پہلے جواب کیسے کر سو

مندرجہ میں Standard طریقے

gaca.gov.sa

- پختہ سوالات

*Solutions:-

(61)

- Step 1 Solutions:-
- Mock interview
 - Practices. Record it and written it and then speak it in just 1 Mins.
- Very IMP:- SIR IRFAN
- ^ (90.9%) asked question in your interview
- Step 2:-
- Never say to tell your weaknesses always.
 - Speak truth. but am quick learner this is my strength.

*Answerings:-

- (1) Show ambition and Career planning
 - (2) Align goals with Company growth
CEOs or CTO
- (3) Have a Roadmap for your professional Journey
- (4) Balance Realism with aspiration
Clear your vision and goals activity inventations.
- gaca.gov.sa

* COMMON Mistakes:-

Buildy Speak I have opened
my Software house. SIR asked
How?

What is Your RoadMap?

How you are going To Do This?

* * Difference b/w Ambition and Vision.

* Ambitions

جذب کی جو ایش بے
کوئی سچے حکم

* Vision.

پلانیز میشن
کوئی Strategy کوئی
کوئی intent

* With Clients. What Solution if have Similarly Clients.

Everythings shows i have done
friends works Shows.

* Answering :-

(63)

Strengths

- Be Specific and provide examples.
- Demonstrate Self Confidence

Weaknesses

- Be honest but Show improvement
- Avoid cliched answers like "I work too hard"

* When SIR IRFAN Developer interview and asked questions.

- (1) How? (2) Why? (3) What? (4) Reason behind
- (5) How much Time? (6) which difficulties?

* **Tips:-** for Clients / Jobs

- When you go interview
Your communication show energy, body posture, interest. confident

Part - 2

Topic :-

Which Things Looks in Interviews

* First Impressions Matter

→ Minutes Early
5-10

→ Second
7

Be Punctual
arrive 5-10 Mins
early.

first impression
form in just

→ Non-Verbal
50%

% of first impression based on body language

Greet with
confidence and
Politeness

Avoid interrupting the
interview

Listening
attentively
before Replying

* Dress Code for Interview according To your fields.

→ Company - Approach Attire

choose attire based on company culture, keeping it formal or business causal as needed.

→ Grooming Standards :-

Ensure proper grooming and cleanliness for a polished appearance

→ Accessorizing :-

Avoid flashy accessories and strong perfumes that may distract.

→ Industry Considerations

Adapt your style to match your industry while maintaining professionalism

* Digital Interviews and Virtual Presence :-

- ① (Professional Step) | ② Technical Prep
- Ensure a professional background and lights → Test your Camera & Mic before

* Virtual Etiquette.

- Maintain good body posture and Eye contact.
- Avoid distractions and background noise.

* Some Points Re-Search:

- Dress appropriately.
- Go Corporate for formal or semi-formal
- Business Casual (Startup/Creative Roles)
- Software house (Jeans + Shirt Queset),
gaca.gov.sa (with cultural like Islamic).

- * Now Enter Room & Salam
 - How To Say Salam &
and Sitting Position;
 - Selections of words
body language (posture)
Tune
 - It's depend upon you in
which organization and skill sets.
- Examples:-

- * Non-Verbal Communication &
- Maintain Confidence → Use open
body language.
- Smile approp
riately to create
positive impression 
- Avoid fidgeting
and poor posture

* Checking Stress handling

during Interviews :-

- Expect challenging Questions.
- Manage Stress by Breathing deeply.
- Stay composed even if faced with Tough questions.
- * → Maintain professionalism and positivity.

* Avoiding Common Mistakes:

- (1) Rambling or giving unclear answers.
- (2) Speaking Too fast or Too Slow.
- (3) Being overconfident or Too Reserved.
- (4) Not asking any questions at
- (5) the end.

* Salary Expectations:-

- Research on Market-Rates.
- Understand Job description which you want.
- Especially that Company or client for you which value Expect for Money. (asked them).
- Expectation and value align... and tell you figure.

* Asking the Interviewer Questions:-

- What does Success look like in this Role ?
- What are the Company's biggest challengers currently?
- Can you tell me about the Teams I will be working with ?
- What are the growth opportunities in this position?

④ Virtual Interview.

- Professional Setup.
- Technical Preparation.
- Virtual Etiquette.
- Listening Techniques
 - To show acknowledgement.
- face, head, body, smiling, eye contact
- Virtual active participation
 - Digital Body Language.

⑤ Practicing Interview Responses.

- Record and Review.
- Identify Improvements.
- Refine Delivery.
- Mock interview.

④ Role Of AI in Interview

- AI-powered Tools can assess body language.
- Mock interviews AI-based feedback.
- Resume Optimization Using AI
- Practicing different interview scenarios.

This Tools is Launch
by Sir IRFAN and his
Company Xeven Solution
for AI interview Preparation