

Communication Skills – Project

1. Introduction

This project summarizes the communication skills I developed through the إدراك course. The focus is on improving personal and professional communication in different contexts.

2. Key Learnings

- Active listening techniques
- Team communication strategies
- Presentation and public speaking skills

3. Mini Project: Team Communication Plan

Scenario:

A small student team is working on a group project.

To ensure smooth communication, I designed a simple plan:

Team Member	Role	Communication Tool	Frequency
Ahmed	Team Leader	WhatsApp Group	Daily
Mariam	Researcher	Google Docs	Weekly
Omar	Designer	Zoom Meetings	Twice/Week
Me	Presenter	Google Slides	Weekly

4. Benefits of the Project

- Ensures clear role distribution
- Reduces misunderstandings
- Improves productivity and teamwork

5. Conclusion

This project highlights how effective communication supports collaboration.

The course helped me understand that good communication is the foundation of successful teamwork.

Certificate

[https://programs.edraak.org/learn/course/comm-vt1_2018/certificate/]