Date & Duration: October 19–November 30, 2015 (Monday to Thursday)
Timings: 6:30 pm to 8:30 pm
Venue: IBA City Campus, Garden/Kayani Shaheed Rd, Karachi

DEVELOP & ENHANCE YOUR COMMUNICATION SKILLS!

SUCCESSFUL BUSINESS COMMUNICATION

Business Communication Course is for executives working in today’s highly competitive environment, or students aspiring to get into prestigious business houses. Improving your business communication skills will help you to improve your & your team’s performance, dealing with clients, organizing and expressing ideas in writing, turning conflict situations into agreeable outcomes, and increase the level of confidence.

ENHANCE YOUR:
- Interviewing Skills
- Negotiation Skills
- Presentation Skills
- Handling Meeting
- Letter Writing
- Emails
- Memos
- CVs & Cover Letter
- Report Writing
- Minutes & Agenda of Meeting

COURSE FEE
PKR 22,000/- (Inclusive of certificates and course manual)

For queries & information:
Sumera Muhammad
Manager, Skills Development Program
Center for Executive Education
Ext: 1801 | Email: smuhammad@iba.edu.pk

Mirza Irshad Baig
Executive, Center for Executive Education
Ext 1811 | Email: mibaig@iba.edu.pk

For Registrations:
Ph.: 021-38104700-01 Ext: 1541
Fax: 021-38103008
Email: BESDP@iba.edu.pk;
Website: http://cee.iba.edu.pk/BEnSDP.shtml
Join us: https://www.facebook.com/IbaBusinessenglish

Registration form and Fee Voucher are available at our website:
http://cee.iba.edu.pk/BEnSDP.shtml

Fee is to be deposited in cash / pay order in any branch of FAYSAL BANK Ltd., A/C No. 110-2162113-006.
No fee will be accepted in cash/cheque at our office.