



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

**DEVELOP & ENHANCE YOUR
COMMUNICATION SKILLS!**

SUCCESSFUL

BUSINESS COMMUNICATION

Date & Duration:
May 11 to June 15, 2015
(Monday to Thursday)

Timings:
6:30 pm to 8:30 pm

Venue:
IBA City Campus, Garden/Kayani
Shaheed Rd, Karachi

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 20,000/-
(Inclusive of certificates and course manual)

For queries & information:

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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.

IBA CEE

Center for Executive Education
Institute of Business Administration

Skills Development Program

Adding Skills to Experience