



DEVELOP & ENHANCE YOUR COMMUNICATION SKILLS!

40 HOURS COURSE ON BUSINESS COMMUNICATION

Business Communication Course is for executives working in today's highly competitive environment, or students aspiring to get into prestigious business houses.

Date & Duration:
January 27–February 27, 2014
(Monday to Thursday)

Timings:
6:30 pm to 8:30 pm

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

ENHANCE YOUR:

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

COURSE FEE

Rs.16,000/- (*Inclusive of certificates and course manual*)

For queries & information:

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Join us: <https://www.facebook.com/IbaBusinessenglish>

**HANDS-ON LEARNING ACCOMPANIED BY ONLINE
LMS (LEARNING MANAGEMENT SYSTEM)**

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.

SKILL DEVELOPMENT PROGRAM

Adding Skills to Experience