BUSINESS COMMUNICATION

ENHANCE YOUR:
- Interview Skills
- Negotiation Skills
- Effective Meeting Skills
- Presentation skills
- Letter Writing
- Emails
- Memo Writing
- Agenda Writing
- CV & Cover Letter
- Report Writing

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

"The single biggest problem in communication is the illusion that it has taken place." – George Bernard Shaw

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

DATE & DURATION
October 7, 2013 to November 13, 2013 (40 hours)

TIMINGS
6:30 p.m. to 8:30 p.m. (Monday to Thursday)

COURSE FEE*
Rs.16,000 per participant

Course Fee is inclusive of certificates and course manual.

Registration forms and fee challans are available at our website: http://cee.iba.edu.pk/BEnSDP.shtml
Classes will be held at Institute of Business Administration, City Campus: Garden/Kayani Shaheed Road, Karachi- 74400
Fee is to be deposited in cash / pay order in any branch of FAYSAL BANK Ltd., A/C No. 110-2162113-006.

For registration:
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