

**DEVELOP & ENHANCE YOUR
COMMUNICATION SKILLS!**

Date & Duration:
April 28–May 29, 2014
(Monday to Thursday)

Timings:
6:30 pm to 8:30 pm

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

BUSINESS COMMUNICATION

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

ENHANCE YOUR:

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



For queries & information:

Sumera Muhammad

Manager, Skills Development Program
Center for Executive Education

Ph.: 021-38104700-01 Ext: 1801; 1541

Fax: 021-38103008

Email: BE&SDP@iba.edu.pk; smuhammad@iba.edu.pk

Website: <http://cee.iba.edu.pk/BEnSDP.shtml>

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

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

COURSE FEE

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

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