



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

SKILL DEVELOPMENT PROGRAMS

NOVEMBER - 2013

Interactive English

Polish your language proficiency!

Specially designed for professionals & business executives, the 40 hours course is a blend of all language skills, with emphasis upon spoken English, eliminating hesitation, improving accent & pronunciation and developing confidence through training & practice. Areas focused are: Grammar, Vocabulary, Phrasal Words, Idiomatic Expressions, etc.

Date: November 18 - December 19, 2013 | Monday to Thursday

Timings: 6:30 pm to 8:30 pm

Fee: Rs. 16,000/- per participant

Public Speaking

HOW you say things & WHAT you say = success!

This course aims to turn those with the usual public speaking fears and phobia into polished professionals who get their ideas across with poise and enthusiasm. Tap into these techniques and achieve amazing results with Public Speaking.

Date: November 29 - December 29, 2013 | Friday to Sunday

Timings: 5:00 pm - 8:00 pm (Friday & Saturday)

9:00 am - 12:00 pm (Sunday)

Fee: Rs. 16,000/- per participant

Financial Toolkit

Equips you with intelligent decision making tools!

To maintain a good bottom line and to make intelligent financial decisions, one needs the basic know-how of finance. This Financial Toolkit will focus on Financial Statement, Capital Budgeting & Cash Flows, etc.

Date: November 27 - December 7, 2013 | Wednesday & Saturday

Timings: 5:30 pm - 8:30 pm

Fee: Rs. 10,000/- per participant

Business Communication

Communicate effectively with confidence!

This 40 hours course is for executives working in today's highly competitive environment, who want to improve their verbal and written communication, or students aspiring to get into prestigious business houses.

Date: December 2, 2013 - January 3, 2014 | Monday to Thursday

Timings: 6:30 pm - 8:30 pm

Fee: Rs. 16,000/- per participant

For registration:

Ph: 021-38104700-01 **Ext:** 1801,1541 **Fax:** 021-38103008

Email: BE&SDP@iba.edu.pk **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