



INTERPERSONAL SKILLS

Duration:

Jan 28-Feb 27, 2015
(every Wednesday & Friday)

Timings:

06:00 pm to 08:00 pm

Venue

IBA City Campus

“If there is any one secret of success, it lies in the ability to get the other person's point of view and see things from that person's angle as well as from your own”
Henry Ford

Skills Development Program

Adding Skills to Experience

Interpersonal Skills — Make an impact by improving your communication & networking skills

Program Overview

Upholding positive and business relationships among colleagues, subordinates and superiors is the key to maintaining a successful work environment. This 20 hours workshop is designed to assist executives in developing their management and interpersonal skills. Participants will gain a greater understanding of their communication skills, negotiation techniques, tips on making an impact, and advice on networking and starting conversations.

Program Objectives/Outcomes

On the completion of this program, participants will be able to:

- Develop the key communications skills and the confidence to use them
- Understand how non-verbal communication helps in enchaining their interpersonal relationships
- Learn tips in preparing for a negotiation, opening a negotiation, bargaining, and closing a negotiation
- Identify the skills needed in starting a conversation, moving a conversation along, and progressing to higher levels of conversation
- Identify ways of sharing one's opinions constructively

Who Should Attend

Customer representatives, IT & technical professionals, junior to mid level executives, managers or anyone who need to develop the interpersonal and communication skills necessary to communicate their knowledge to those around them.

Training Schedule

Date: January 28-February 27, 2015 (every Wednesday & Friday)

Timings: 6:30 pm to 8:30 pm

Training Venue

IBA City Campus

Training Investment*

PKR 16,000/-

*Fee is inclusive of certificates and course manual.

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Trainer's Profile

Dr. Shahid Raza Mir

Dr. Shahid Mir is a Fulbright Post-Doc. Research Scholar and with a PhD degree in Management.



Dr. Mir has been associated with IBA for the last 14 years teaching various courses like Management, Organizational Behavior, Leadership and Operations Management to BBA, MBA and E-MBA programs.

Dr. Mir is a LUMS/McGill/CIDA and USAID Master Trainer and has designed and delivered training programs for various organizations.

He has conducted various trainings at the Center for Executive Education on Decision Making, Good Management, Strategy, NGO Management, etc.

Payment Details

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.

For Registration

Ph.: 021-38104700-01 Ext: 1541

Fax: 021-38103008

Email: BE&SDP@iba.edu.pk

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

For Queries & Information

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