DEVELOP & ENHANCE YOUR COMMUNICATION SKILLS!

SUCCESSFUL BUSINESS COMMUNICATION

February 1–March 14, 2016 (Monday to Thursday) | 6:30 pm to 8:30 pm
Venue: IBA City Campus, Garden/Kayani Shaheed Rd, Karachi

Business Communication Course is for executives working in today’s highly competitive environment, or students aspiring to get into prestigious business houses. Improving your business communication skills will help you to improve your & your team’s performance, dealing with clients, organizing and expressing ideas in writing, turning conflict situations into agreeable outcomes, and increase the level of confidence.

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

"The art of communication is the language of leadership.” James Humes

Course Fee: PKR 22,000/-
Inclusive of certificates and course manual

For Registrations:
Ph.: 021-38104700-01 Ext: 1541
Fax: 021-38103008
Email: BESDP@iba.edu.pk
Website: http://cee.iba.edu.pk/BEnSDP.shtml
Join us: https://www.facebook.com/IbaBusinessenglish

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 queries & information:
Sumera Muhammad
Manager, Skills Development Program
Center for Executive Education
Ext: 1801 | Email: smuhammad@iba.edu.pk

Mirza Irshad Baig
Executive, Center for Executive Education
Ext 1811 | Email: mibaig@iba.edu.pk

IBA CEE  Center for Executive Education
Institute of Business Administration
Skills Development Program
Adding Skills to Experience