



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow



Center for Executive Education
Institute of Business Administration

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 MANAGE-
MENT 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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SKILL DEVELOPMENT PROGRAM

Adding Skills to Experience

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

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