

**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 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

**For Registrations:**

**Ph.:** 021-38104700-01 Ext: 1541

**Fax:** 021-38103008

**Email:** [BESDP@iba.edu.pk](mailto: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.