

**DEVELOP & ENHANCE YOUR  
COMMUNICATION SKILLS!  
SUCCESSFUL**

Date & Duration: August 15–  
September 24, 2017 (Monday  
to Thursday)

Timings:  
6:30 pm to 8:30 pm

Venue:  
IBA City Campus, Garden/Kayani  
Shaheed Rd, Karachi

## **BUSINESS COMMUNICATION**

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.

### **ENHANCE YOUR:**

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



### **COURSE FEE**

**PKR 24,000/-**

*(Inclusive of certificates and course manual)*

### **For queries & information:**

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### **For Registrations:**

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**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.