

# SUCCESSFUL BUSINESS COMMUNICATION

November 20, 2017–January 1, 2018 (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 24,000/-  
*Inclusive of  
certificates and course manual*

**For Registrations:**  
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Registration form and Fee Voucher are available at our  
website:  
<http://sdp.iba.edu.pk>

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.