

Successful Business Communication

25 hours verbal communication | 25 hours written communication



December 9 - 19, 2024
Monday - Thursday



On-Campus



6:00pm to 9:00pm

Workshop Fee
PKR 20,000

per participants + 5% SST | inclusive of training material,
certificates and networking

Register Now

<https://forms.gle/RinMViH77kURwHP68>

021-38104700-01 Ext: 1801, 1811, & 1813

Develop & enhance your communication skills!



INSTRUCTOR PROFILES

Syed Sajid Siraj

Syed Muhammad Sajid Siraj is a Ph.D. fellow. He holds a Master's Degree in English Linguistics. He is a member of the Cambridge English Teacher forum & keeps adding to his portfolio by participating in internationally offered courses. He is also been a Corporate Trainer with the International Group of Hotels in Saudi Arabia, Pakistan International Airline, and Deloitte International. Mr. Siraj has presented talks at different institutions and platforms. He has presented papers at various national and international conferences. He has conducted numerous workshops on teachers' training at renowned organizations. He's a CELTA (Certificate in English Language Teaching to Adults) certified from the University of Cambridge and ESP (English for Specific Purposes) from Aga Khan University. He has worked for several years for an international organization in Saudi Arabia, Middle East, and Thailand. He has worked in the capacity of the in-house trainer as well. He has been associated with CEE as a corporate trainer since the Year 2016. He conducts training on Business Communication, Presentation Skills, Interpersonal Skills, Business English, etc. He has also conducted CEE's customized training for IRD Global, NBP, Pakistan Petroleum Limited and Standard Chartered Bank, etc.

Farhan Uddin Raja

Farhan Uddin is a Ph.D. Scholar. He has completed his M.Phil. English (Applied Linguistics) program, the University of Karachi in 2017, and M.A. English (Applied Linguistics) from the University of Karachi in 2009 since then he has been serving as a language teacher at various reputable institutes. He has been part of the University of Karachi for more than three years, Pakistan Air Force- Karachi Institute of Economics and Technology (PAF-KIET), IoBM, Szabist & Institute of Business Administration (IBA). His teaching experience includes teaching: Functional English, Business English, Written Discourse, Advance Interactive English, Business Communication, and Technical Report Writing. He enjoys training individuals for communication skills especially for understanding tactics of interviewing skills and handling meetings. He particularly enjoys training people in Public Speaking and has organized numerous competitions of Debates and Public Speaking.

Farhan has been associated with the Center for Executive Education as a corporate trainer since the Year 2012. He conducts training on Business Communication, Business Correspondence, Public Speaking, Business English, and Interactive English, etc. He has been part of CEE's customized training for IRD Global, NBP, Pakistan Petroleum Limited, Standard Chartered Bank, & Sindh Workers Welfare Board, etc.

PROGRAM OVERVIEW & LEARNING OUTCOMES

Verbal Communication

- Active Listening Training: The secret of great communicators!
- Business Etiquette (Nonverbal Communication)
- Conflict Resolution
- Body Language Training: Think on Your Feet
- Creative Problem Solving
- Meeting Management (Group Discussion & Meetings)
- Negotiation Skills
- Interview Skills
- Professional Telephone Skills
- Professional Presentation Skills

- Team Communication
- Delivering Constructive Criticism

Written Communication

- Sentence structuring & writing mechanics
- Paragraph construction and expansion
- Business writing principles
- Writing Letters
- Writing Email
- Writing Memorandums
- Writing Agenda & minutes of the meeting
- Writing CV and Cover letter
- Proof-reading skills

WHO SHOULD ATTEND?

- Small Business Owners
- First Line Managers
- Sales Representatives
- Students
- Customer Service Personnel
- Administration Staff
- Accounts Staff
- Teachers

For Further Information: