

Workshop On SUCCESSFUL BUSINESS COMMUNICATION

DATE

8 August to
19 September, 2023

DAYS

Tuesday to Friday

TIME

6:30 p.m to 8:30 p.m

MODE

Online



Investment

25,000

+ 5% SST exclusive

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

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



TRAINERS PROFILE

SYED SAJID SIRAJ

Syed Muhammad Sajid Siraj is currently pursuing his MS in Applied Linguistics. He holds a Master Degree in English Linguistics. He is member of Cambridge English Teacher forum & keeps adding to his portfolio by participating in internationally offered courses & webinars by University of Cambridge and Harvard University. He is also been a Corporate Trainer with International Group of Hotels in Saudi Arabia, Pakistan International Airline and Delloti International. Mr. Siraj has presented talks at different institutions and platform. He has presented papers at various national and international conferences. He has conducted numerous workshops on teachers' training at renowned organization. He's a CELTA (Certificate in English Language Teaching to Adults) certified from University of Cambridge and ESP (English for Specific Purposes) from Aga Khan University. Currently he is engaged in teaching Interpersonal Communication Skills, Business Communication, Functional Grammar and Functional English at tertiary level at renowned institution of Karachi.

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 parkcularly 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.

WHO SHOULD ATTEND

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

CONTACT US:

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PROGRAM & POLICIES

Registrations are only confirmed when full payment has been received from a participant. For a detailed cancellation policy, please visit: <https://sdp.iba.edu.pk/cancellation-policy.php> The Institute may cancel or postpone a program due to insufficient enrolment or unforeseen circumstances. In this case, the institute will refund registration fee, but will not be responsible for any other related expenses including cancellation/change charges by airline and travel agencies. The Institute reserves the right to make changes in its program dates, faculty, policies, and fees at any time. Payment can be made via cheque/bank draft payable to the "Institute of Business Administration, Karachi"



Center for Executive Education
Institute of Business Administration