



Communication Skills:

The ability to communicate information accurately, clearly and as intended, is a vital life skill and something that should not be overlooked. It is never too late to work on your communication skills and by doing so improve your quality of life. Professionally, if you are applying for jobs or looking for a promotion with your current employer, you will almost certainly need to demonstrate good communication skills.

As your career progresses, the importance of communication skills increases; the ability to speak, listen, question and write with clarity and conciseness are essential for most managers and leaders.



Course Methodology:

This training workshop is highly interactive commencing from participants assessments. Course modules will be distributed and participants will be engaged in lots of discussions and group activities. Topics such as Communication styles, principles, barriers, verbal and non-verbal communication, effective speaking, intercultural communication etc. will be covered.

Who Should Attend?

Professionals at all levels who want to build confidence, credibility, and interpersonal communication skills to create powerful relationships.

Customized Training Services:

Customized Training Services caters for busy schedules and differing abilities thus providing a flexible approach to modern training needs. Training programs may be developed and delivered within your community center, business or organization. To cater your organization/employees' needs please contact us at beec.buitems@gmail.com

Training Date

| Date | Duration | Timing |
|--------------|----------|-------------------|
| July 10 - 12 | 3 days | 9:00 am – 2:00 pm |

Course Fee

14,000

Manager Trainings

BUIITEMS Executive Education Center

Directorate of University Advancement & Financial Assistance, Sir Syed Block, BUIITEMS Takatu Campus, Airport Road, Quetta.

UAN: (81) 111-717-111 (Ext. 744 / 747), Cell #: 0092-3337866919.

Email: beec@buitms.edu.pk, beec.buitems@gmail.com