

# **BUSINESS COMMUNICATION**

## **Training Program**



**This Program is ideally suited to following individuals who are:**

- **Fresh University Graduates and like to develop their communication skills**
- **Already working class who are willing to update and learn the new methodologies of communication.**
- **In learning stage and want to be a good and reputable jobs in the market and are like to enhance their skills in communication and presentation.**

**Program is offered by: 3D Educators – Trainers & Consultants**

# Table of Contents

	Detail
	Inauguration
	Structure
	Topics & Time Allocation
	About the Program Designer & Instructor
	Syllabus

# 3D EDUCATORS

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## TRAINERS & CONSULTANTS

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Page # 2

### HEAD OFFICE

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### CAMPUS II

Suite # 305 Business Center Main Shahrah-e-Faisal, Adjacent PSO Pump Nursery Karachi – 0322-2083032

# Program Details

## Inauguration

The Training Program will be inaugurated by a senior member of 3DEducators

## Program Structure

Number of classes in a week	One Class Per Week
Duration of each class	3-Hour with Break
Total Duration	24 Hours

## Other Learning Activities:

Classroom Assignments	2
Presentations by Trainees	1

## TRAINERS & CONSULTANTS

### About the Program Designer & Instructor

The “Business Communication” Program has been designed and will be conducted by Senior most Manager and consultants who having the huge experience of training. They have worked with various large multinational organizations and provide the trainings in local and abroad.

The Trainers who are conducting this program are have on the position of the following:

- ✓ HR Heads
- ✓ General Managers HR

They trainers are foreign qualified and having the degrees of PhD, M.Phill, MBA, MSc and research back ground.

As Consultant & Senior Trainers, the team of trainers from our side, we at **3D Educators – Trainers & Consultants** would not

Page # 3

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compromise on the faculty quality.

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Page # 4

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## Program Syllabus

### COURSE CONTENTS:

The ability to communicate effectively is important in professional life. This course develops skills in writing reports and short business documents, working cooperatively in teams, and presenting group projects. It also provides an overview of communication theory and an insight into the processes of professional communication. After completing this course, you will be able to:

- ❖ Understand the communication process in professional contexts
- ❖ Explain the communication process and barriers to successful communication.
- ❖ Analyse the requirements of different communicative tasks in terms of key purposes and audience expectations.
- ❖ Understand body language and other Non-verbal communication aspects
- ❖ Structure ideas logically and persuasively, using appropriate supporting evidence.
- ❖ Participate in oral presentations and group work
- ❖ Produce written professional documents, memos, letters, problem solving reports, and executive summaries.
- ❖ Become a good listener and
- ❖ Apply these principles to win your customers