



Engineering Staff College, Bangladesh, ESCB

A Center of Excellence for Continuing
Professional Development

Training on Effective Business Communication

In collaboration with
Continuing Education Centre (CEC)

Course Objectives

The very fundamental objective of the course is to link effective written and oral communication of the participants and to develop their skill to recognize what's important to other people and to translate their requests, proposals, or instructions so that target group will listen, understand and act on them.

Who Should Attend

No matter what kind of organisation it is a large government or private organisation or a small individually owned company or a nonprofit organisation or an educational institution – effective communication is increasingly becoming a matter of survival. That's why anyone working in any organisation may join the course.

ESCB City Campus

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Training on Effective Business Communication

Course Content

- Fundamentals of Communication: Process
- Verbal and Non-verbal Communication
- Writing Basics: Planning, organising, composing and designing
- Letter: Mechanics and Forming
- Report and Short Report
- Writing Success Story
- Telephone etiquettes
- Communication Overhead & Optimisation
- Business Communication and Technology
- e-mail: Mechanics and Forming
- Communication overhead
- Presentation Skill
- Communication Strategies
- Result Oriented Meeting
- Communicating in Multicultural Environment

Schedule

Date: 23 – 25 June 2022; Time: 9 a.m. to 5 p.m.

Venue

ESCB City Campus, IEB H/Q, Ramna, Dhaka
(Non-residential, Class room based training)

Number of Participants & Nomination

The maximum number of participants in one batch will be 25 on first come first serve basis.

Registration will close on 20 June, 2022

Course Fee

Tk. 14,500.00 (Fourteen Thousand Five Hundred) only excluding all applicable taxes and VAT) per participant which includes training materials, refreshment, tea, lunch, certification etc.

Payment

Payment can be made by cash/pay order in favor of "Engineering Staff College, Bangladesh".

Contact Details for Registration and further Queries

Contact Person: Md. Mahbubur Rahman Khan, Section Officer, ESCB

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