



MALAYSIAN INSTITUTE OF HUMAN RESOURCE MANAGEMENT

MIHRM is a member of the World Federation of People Management & Malaysia's HR Professional Body

BUSINESS COMMUNICATION FOR EXECUTIVE

BUSINESS COMMUNICATION FOR EXECUTIVES

Communication is not just about talking, but understanding what others need and want from us. Using English effectively in workplace requires a very specific and demanding knowledge of business-centered approach and vocabulary. . The ability to speak and write effectively-both in terms of productivity & responsiveness is becoming crucial. This course is designed to assist you to speak more professionally in English and learning to speak English as it should be!

OBJECTIVE

At the end of the course participants shall be able to

- ☑ Communicate more confidently
- ☑ Apply listening techniques before speaking
- ☑ Participate more successfully in business activities
- ☑ Expand their professional vocabulary
- ☑ Organize ideas and present them in an appropriate manner
- ☑ Controlling the tone of your voice, e-mail and the image it conveys
- ☑ Writing email subject lines that convey useful information and get reader's attention
- ☑ Using concise, specific language and plain English that communicates clearly and professionally
- ☑ Boosts their confidence in using short sentences and simple works.

BUSINESS COMMUNICATION TODAY



- Nothern Region**
 - KISMEC, Kulim
 - Date to be announce based on response
- Klang Valley**
 - Armada Hotel, PJ
 - Date to be announce based on response
- Southern Region**
 - Good Hope Hotel, JB
 - Date to be announce based on response

Precision of COMMUNICATION is important, more important than ever , in our era of hair trigger balances, when a false or misunderstood word may create as much disaster as a sudden thoughtless act. " ~James Thurber

FOR WHOM

Supervisors / Executives / Senior Executives

COURSE FEE

RM 1100 + 6% GST (members)
RM 1200 + 6% GST (others)

FACILITATOR

An experienced HR Consultant / Practitioner with various industries background.

METHODOLOGY

This is an interactive and practical approach where class where participants will be given various scenarios, exercises and the opportunity to develop their language and fluency skills through role plays and communication games. It would also improve their confidence and leadership as they participate

Please register me for . **REGISTRATION FORM**

Date of Training:

Membership No.

Name

Company

Designation

Address



MIHRM is a class A training provider (serial number: 3215)

Email Address

Tel No. (office)

(fax)

(mobile) Contact Person

Enclosed cheque No./bank draft _for RM __being payment for_ participant(s).
(Payment made payable to "Malaysian Institute of Human Resource Management / CIMB Acct no: 800 2324 212)

Malaysian Institute of Human Resource Management(MIHRM)

K2 Upper Ground Floor, Bangunan Khas Lorong 8/1 E (off Jalan Barat) 46050 Petaling Jaya, Selangor
Tel: 03-79556536 / Fax: 03-79554076 Email : public-programme@mihrm.com Web: www.mihrm.com