

Indore Management Association

Presents

An Exclusive One Day Workshop on

Golden Rules of PROFESSIONAL COMMUNICATION

on

Saturday, 26 March, 2011



“Good communication does not mean that you have to speak in perfectly formed sentences and paragraphs. It isn't about slickness. Simple and clear go a long way.”

The ability to communicate is the primary factor that distinguishes human beings from animals. And it is the ability to communicate well that distinguishes one individual from another. The fact, is that apart from the basic necessities, one needs to be equipped with habits for good communication skills, as this is what will make them a happy and successful professional being. In order to develop these habits, one needs to first acknowledge the fact that they need to improve communication skills from time to time. IMA is pleased to enhance your Communication Skills.

YOU WILL LEARN

- Self Introduction in Corporates
- Greetings & Meeting Rules
- Telephone & Mobile Etiquettes
- Letter writing, Editing, Reports, Emails and Approval Notes
- Listening Skills
- Basic Do's and Don'ts of Communication

WHO SHOULD ATTEND : All Executives and Managers

FACULTY FOR WORKSHOP : Ms. Gul Parvez

Date: Saturday, 26 March, 2011

Time: 09.30 AM to 5.00 PM

Venue: Hotel Sarovar Portico, Treasure Island, M.G Road, Indore

Investment:

IMA Members

(Per Participant)

Rs.2200/-

Non IMA Members

(Per Participant)

Rs.3000/-

Service Tax will be additional

For more details contact:-

Rakesh Malviya: 9589613061

INDORE MANAGEMENT ASSOCIATION
Jall Auditorium, 56/1, South Tukoganj, Indore - 452001
Phone: 0731- 2512544/46, 4069545, Fax: 0731- 2528680
Email: training@imaindore.com www.imaindore.com



**INDORE
MANAGEMENT
ASSOCIATION**

