



UNIVERSITY OF DHAKA

**IBA**

**Institute of Business Administration**

**ADMISSION NOTICE**

## **Leadership Certificate in Managerial Communication (LCMC)**

**A Six Week Course in Managerial Communication**

### **BACKGROUND**

Continuing its commitment to provide world class business education in Bangladesh, Institute of Business Administration (IBA), University of Dhaka has introduced a regular certificate course titled *Leadership Certificate in Managerial Communication* for enhancing the communication & interpersonal skills of the managers for career success.

### **OBJECTIVE**

In this course students will learn the techniques and processes involved in writing, speaking specially communicating effectively in the real life business world. This course will equip the participants with the essential managerial communication skills & the right attitude required to attain leadership in the workplace. It will also focus on both the behavioral as well as technical aspects of managerial communication leadership.

### **CLASS SCHEDULE**

The certificate course will be taught over Six Weeks. There will be 12 classes held each class being 3 hours in duration. Classes will be held at IBA premises on Fridays & Saturdays only according to the following schedule -

<b>Section A:</b>	Friday	9:00AM to 12:00PM
	Saturday	9:00AM to 12:00PM

<b>Section B:</b>	Friday	6:00PM to 9:00PM
	Saturday	6:00PM to 9:00PM

Selected candidates will be admitted to either of the above sections and will be allocated both on the basis of seat availability and candidate's preference.

**Application Deadline: Saturday, October 7, 2017**

**Classes will start from Friday, October 20, 2017**

### **ELIGIBILITY CRITERIA**

Prospective candidates must fulfill the following criteria to be considered for admission:

- Bachelor's degree in any discipline
- Preferably 3 years of work experience with reputed organization(s) (work experience may be relaxed for exceptional candidates).

### **ADMISSION PROCEDURE**

Candidates fulfilling the above requirements should apply using the prescribed application form available at IBA website [www.iba-du.edu](http://www.iba-du.edu) or at the MDP office at IBA (address given below). Applications are being accepted now and completed application needs to be submitted at the MDP office at IBA during any day (including Friday & Saturday) of the week during the following hours:

10 AM - 8 PM

Applications will be reviewed on a **Rolling basis** (first come first serve). Eligible candidates might need to appear before an interview board for selection.

Interested participants can also email the completed application form to: **lcmc@iba-du.edu**

Candidates selected for admission will be required to pay the consolidated course fee of Tk. 26,500/=

### **CERTIFICATION**

On successful completion of the course, participants will be awarded a "Leadership Certificate in Managerial Communication" by IBA, University of Dhaka.

### **KEY RESOURCE PERSONS**

The resource person for the program is internationally trained (from leading North American university) faculty member with extensive managerial experience of IBA, University of Dhaka.

### **CONTACT DETAILS**

Management Development Program (MDP)

Room # 402 (3rd Floor), IBA

University of Dhaka, Dhaka - 1000

Phone: +88 01842 058 104, +88 01783 615 798

Email: [lcmc@iba-du.edu](mailto:lcmc@iba-du.edu)



Management Development Program (MDP)  
Institute of Business Administration (IBA)  
University of Dhaka  
[www.iba-du.edu](http://www.iba-du.edu)