



UNIVERSITY OF DHAKA

**IBA**

**Institute of Business Administration**

**ADMISSION NOTICE**

**Managerial Communication for Professional Success (MCPS)**

**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 **Managerial Communication for Professional Success** 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 on Fridays & Saturdays only according to the following schedule -

**Section A:** Friday 9:00AM to 12:00PM  
Saturday 9:00AM to 12:00PM

**Section 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. *During the ongoing pandemic situation, classes will be held using online platform. However, if and once the situation permits, classes will be held in IBA campus.*

**Application Deadline: Thursday, June 3, 2021**

**Classes will start from Friday, June 18, 2021**

### **ELIGIBILITY CRITERIA**

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

- Bachelor's degree in any discipline
- Preferably 2 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). Completed application needs to be submitted through email at:

**mdp@iba-du.edu**

Eligible candidates will need to appear before an online interview board for selection.

### **CERTIFICATION**

On successful completion of the course, participants will be awarded a certificate " Managerial Communication for Professional Success " by IBA, University of Dhaka.

### **KEY RESOURCE PERSONS**

Resource persons for the program are faculty members of IBA. Leading industry experts may also conduct sessions.

### **CONTACT DETAILS**

Management Development Program (MDP)

Room # 402 (3rd Floor), IBA

University of Dhaka, Dhaka - 1000

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



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