



UNIVERSITY OF DHAKA

IBA

Institute of Business Administration

Managerial Communication for Professional Success (MCPS)

A Six Week Course in Managerial Communication

ADMISSION NOTICE

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 at IBA premises 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.

Application Deadline: Sunday, January 19, 2020

Classes will start from Friday, January 31, 2020

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 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

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

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

Candidates selected for admission will be required to pay the consolidated course fee of Tk. 28,500/=

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

Phone: +88 01766 99 33 90

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Email: mdp@iba-du.edu



Management Development Program (MDP)

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University of Dhaka

www.iba-du.edu