



ACCREDITED GRADE "A" BY NAAC
ALL INDIA 14TH RANK BY NIRF(MHRD)

Introduces

Advance Course on "Business Communication & Personality Development "

Atma Ram Sanatan Dharma College in collaboration with Advance Institute of Financial Markets & Research (AIFMR) is offering a certified Add-on course titled - Advance Course on "Business Communication & Personality Development".

Chief Patron: Dr Gyantosh Kumar Jha, Principal, A.R.S.D College

Apply online: <https://goo.gl/forms/QhimpMZFQCkIpOVB2>

Program Modules

- Communication Basics
- Conflict Management
- Assertiveness Skills
- Communicating with Diplomacy, Tact, and Credibility
- Conference call etiquette
- Email Etiquette
- Team Meetings

Learning Outcome

- Apply business communication strategies and principles to prepare effective communication for domestic and international business situations.
- Utilize analytical and problem solving skills appropriate to business communication.
- Participate in team activities that lead to the development of collaborative work skills.
- Communicate via electronic mail, Internet, and other technologies.
- Deliver an effective oral business presentation.

For More Info, contact Mr. Ravinder Pant | ravinder7pant@gmail.com | 9999466944

ELIGIBILITY: 12TH Standard & Above
Duration: 50 HRS, COURSE FEE: RS.8,100

Faculty Coordinator: Dr. Anjali Gupta | 9811385880
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