

BUSINESS COMMUNICATION SKILLS



Venue

ASM Learning Centre
Amcorp, Petaling Jaya

Date

Time:

9.00am-5.00pm

Why Should You Attend?

OVERVIEW:

A comprehensive programme designed specially to improve and achieve excellence in Business English Communication

OBJECTIVES:

- To write and speak with correct grammar.
- To learn effective business communication skills.
- To learn effective business writing skills.
- To communicate clearly, correctly and concisely in English.
- To develop skills in correct pronunciation.
- To converse clearly and correctly in English with confidence.
- To use the correct expressions in daily contacts with people.
- To expand vocabulary and use the right choice of words
- To project a better image of oneself and the organisation.



What Will You Learn?

KEY TOPICS:

- Essential Grammar
- Spoken English
- Effective Writing Skills
- Vocabulary & Reading
- Correct Pronunciation
- Presentation Skills

Who Might You Meet & Who Should Attend?

- Managers • Executives • Department Heads • Project Managers • Business Development Managers • Administrators • Marketing staff • Public Relations personnel • Event Managers • Administration Assistants • Supervisors • Corporate Communication Executives • Customer Service Personnel • Front Desk Executives •

PRINCIPAL CONSULTANT & TRAINER

Dr. Manohar PhD. is a lecturer, speaker, trainer and consultant with over 25 years' experience in English, Business Communication, Management and Leadership Skills. He holds a Bachelor Degree (Hon) in English from the University of Malaya. He also holds a B.Sc. Degree (Hon) in Marketing, a Master Degree in Communication and a Ph.D.

For complete profile, please visit:

www.asmlearning.com

ASM LEARNING SDN. BHD.


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Tel: 03-7956 2325 / 7956 2327.

Fax: 03-7960 2326

Email: seminar@asmlearning.com

<h2 style="text-align: center;">REGISTRATION FORM</h2>	<p style="text-align: center;">Please register me for the following programme.</p>
<p style="text-align: center;">Complete the registration & fax/email to:</p> <p style="text-align: center;">FAX: 603-7960 2326</p> <p style="text-align: center;">Email: seminar@asmlearning.com</p> <p style="text-align: center;">Register online: www.asmlearning.com</p> <p style="text-align: center;">Online Banking: RHB A/c: 21247900052760 (Please fax us the bank-in-slip)</p>	<h2 style="text-align: center;">BUSINESS COMMUNICATION SKILLS</h2> <div style="border: 1px solid black; height: 40px; margin: 10px 0;"></div> <p style="text-align: center;">PROGRAMME DATE:</p> <p style="text-align: center;">FEE: RM1,200 (exclude 6%GST)</p>
<h3 style="text-align: center;">Participant's Information</h3> <p>1) Name: _____</p> <p>Job Title: _____</p> <p>Organisation: _____</p> <p>Tel: _____ Fax: _____</p> <p>H/P: _____ Email: _____</p> <p>2) Name: _____</p> <p>Job Title: _____</p> <p>Organisation: _____</p> <p>Tel: _____ Fax: _____</p> <p>H/P: _____ Email: _____</p>	<h3 style="text-align: center;">GROUP DISCOUNT- 10%</h3> <p>An organization sending two (2) or more participants to attend the same course on the same day is entitled to a 10% discount.</p> <h3 style="text-align: center;">PAYMENT OPTION</h3> <p>Please make the cheque payable to:-</p> <p style="text-align: center;">ASM LEARNING SDN. BHD.</p> <p>with the <u>title of the programme</u> written on the back of the <u>cheque</u>. All payments should be made in advance of the programme date.</p> <p>Certificate Of Attendance A certificate will be issued to all participants of the programme.</p> <p>Confirmation All participant(s) will receive written confirmation of their registration.</p> <p>Substitution of Participant(s) This is allowed, provided ASM Learning is notified of the name and the designation of the new participant(s) at any time prior to the commencement of the event.</p> <p>Cancellation If notice of withdrawal is given in writing within 10 days preceding commencement of the event - 40% of the fee will be charged. After commencement of the programme / no show- No refund will be made. Upon submitting this form, you are deemed to have read and understood the Registration Guidelines and Policies and have accepted the terms contained therein. Please return this registration form together with the payment to reach us before the event.</p>
<h3 style="text-align: center;">Contact Person's Detail</h3> <p>Name: _____</p> <p>Job Title: _____</p> <p>Organisation: _____</p> <p>Tel: _____ Fax: _____</p> <p>H/P: _____ Email: _____</p>	
<h3 style="text-align: center;">Administrative Details</h3> <p>Tel: 03-7956 2325 / 7956 2327</p> <p>Fax: 03-7960 2326</p> <p>Email: seminar@asmlearning.com</p> <p>Mail to: ASM LEARNING SDN. BHD. Suite 901, 9th Floor, Menara PJ, Amcorp Trade Centre, 18, Persiaran Barat, 46050 Petaling Jaya, Selangor.</p>	<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>Petaling Jaya New Town uses a new one-way loop system. If in the direction of Klang or Kuala Lumpur take the Taman Jaya Exit both directions</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>WE ARE HERE</p> <p>MENARA PJ AMCORP TRADE CENTRE</p> </div> </div> </div>