



PRESENTS

ESSENTIAL BUSINESS COMMUNICATION WITH PROFESSIONAL ATTITUDE

Background

Lets pause and ponder : today in our World " is it possible to thrive without competent communication?"

We all would agree not only does Communication add values but basic human and corporate worlds can not be imagined without Essential Business Communication. Right from the start of "need" and "delivery", Buy and sell, profit and returns communication is ingrained in every aspect of business and office work. To highlight where competent and sound communication can lead us lets unlearn, learn and relearn the ethos of Professional communication. Welcome to the world of words, wisdom and work connected with Communication!!



Program Objective

1. To Learn Essential Business communication with Professional Attitude
2. To Exchange Information with sub-ordinates in a clear way.
3. To develop and Implement the Plans and policies.

NATIONAL BANKING INSTITUTE LTD.

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Level	Mid Level
Target Audience	Junior/Senior officers
Duration	3 hours
Program delivery	Power point, Audio Visual demonstration, Interaction, Case studies, discussions
Date, Venue & Time	14th June 2019, (2:30 pm to 6 pm), NBI Hall, Naxal, Kathmandu
Program Content:	<ol style="list-style-type: none"> 1. Get to the point 2. Tell your views as well as understand what others want to say 3. Challenges of effective listening 4. Improving two-way communication 5. Office email/memo/proposals etiquette
Facilitator/s	<p>Mr. Biraj pradhan, FCCA, EMBA and Toastmaster</p> <p>A passionate communicator and a leader; more than 18 years of experience in multicultural and diverse settings; confident Consultant having a knack of telling a story connecting to the audience and clients; proven essential skills, negotiation ideas, persuade with power attitude</p>

Program Session Plan

Program Itinerary:

Time	Details
2:30 pm to 4:00 pm	<ol style="list-style-type: none"> 1. Get to the point 2. Tell your views as well as understand what others want to say 3. challenges of effective listening
Break	Hi- Tea (30 minutes)
4:30 pm to 6:00 pm	<ol style="list-style-type: none"> 4. Improving two-way communication 5. Office email/memo/proposals etiquette

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