

# **PROFESSIONAL COMMUNICATION SKILLS**

## **CERTIFICATION**

### **Introduction**

This certification is designed to prepare students with effective and sharp writing, presentation, and interpersonal skills. Students will be able to enhance individual personalities through engaging with different communication styles in business settings. The certification structure is focused to enhance communication capabilities; through listening, speaking, writing and presenting skills and simulative practices. The students will be able to apply their practices in real-life business environments to create and present their skills for internal and external communication; after the completion of this certification.

### **Learning Outcomes**

- Understand the core process of communication
- Effectively use interpersonal skills
- Present yourself for building strong individual prominence
- Communicate through formal writing
- Communicate effectively with clients, vendors, and support service personnel
- Use smart negotiating strategies when setting up meetings
- Develop traits, skill set, attitude and the drive to be a successful presenter.

### **Curriculum**

Week	Class	Class Detail
1	1	Introduction to Process of Communication
	2	<ul style="list-style-type: none"><li>• Verbal</li><li>• Non-Verbal</li><li>• Interpersonal Communication</li></ul>

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2	3	<ul style="list-style-type: none"> <li>• Speaking</li> <li>• Listening</li> </ul>
	4	<ul style="list-style-type: none"> <li>• CV Writing</li> <li>• Job Applications</li> </ul>
3.	5	<ul style="list-style-type: none"> <li>• Interviewing</li> <li>• Being interviewed</li> </ul>
	6	<ul style="list-style-type: none"> <li>• Presenting in Audiences</li> <li>• Visual Communication</li> </ul>
4.	7	Business Writing Skills
	8	Final Presentations

## **Benefits of Certification**

Upon the completion of the certification, the students will benefit with skills including:

- Understand and apply communication skills theoretically and practically.
- Know the importance of business communication for growth.
- Ability to present yourself in diverse business settings.
- Connect and network through strong interpersonal skills.
- Capacity building for self-growth for all kinds of communications

## **Entry Requirements**

- 20 years and above age
- Minimum education of intermediate is required
- Basic computer knowledge
- Fundamental English skills

## **Mode of Classes**

- Online
- On Campus

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