
English Business Communication

Leading effective meetings

Trainer: Dr. Najwa Jreidini, professor at AUB and USJ

Date: February 24, 27&28, 2017

Time: 5.00 P.M to 8.00 P.M.

Cost: 230\$ All Tax Included

Outline: The training provides an overview of the fundamentals of business communication today and introduces the concept of leadership skills and inter-cultural communication. It focuses on how to make meetings successful and more effective in the work place. It also offers guidance on preparing, managing and leading effective meetings .The course emphasizes the use of standard business English.

Target audience: Entrepreneurs, business managers, executives and employees.

The LTC offers a 15% discount for the Chamber members.

- ❖ **Free access to parking.**
- ❖ **Attendance Certificates signed by the Chamber will be delivered to participants.**
- ❖ **Coffee Break Included.**

For more information/registration: 01-353190 Call Center 1314 Ext 15 or email:

Training @ccib.org .lb or ltc@ccib.org.lb

www.ccib.org.lb