



Business Writing Skills

Improve your written communication skills in 2 days

KEY OBJECTIVES

- To impart sound knowledge of the principles of effective Business writing in English
 - To create an awareness amongst staff for the need to communicate effectively in writing
 - To familiarize the participants in the actual ways and means of effectively communicate through writing i.e. Letters, Memorandums, E-mails etc
- To enhance the participants level of writing skills to achieve the desired objectives

METHODOLOGY

As the only way a staff can improve his/her written communication skill is by actually doing, the Program will be highly participative. Personal attention will be accorded to each individual to enhance their level of written communication skill. In this context there will be many exercises for the participants to fulfill.

Dates:

14 & 15 August 2018 (Tue & Wed)

Time:

9.00am to 5.00pm

Venue:

CDC Consulting Sdn Bhd (address as below)

Fee:

RM1,500 plus 6% GST

**Early bird discount if registered one month before commencement

Who Should Attend?

The Program is essentially for staffs who realize that there is need to improve their written communication skills. The program is not for beginners. The assumption is that those attending are already involved in business writing at some level.



This programme is HRDF claimable



TRAINER'S PROFILE

Dr. George Koshy
Bachelor of Economics, MBA (UM),
DBA (U.S.)

- Experienced in the field of human resource management since January 1965.
- Holds a Bachelor of Economics Degree from the University of Malaya (1965) as well as an MBA from the same University.
- Awarded a German government scholarship to pursue a post-graduate Diploma in Industrial Management in West Germany.
- In early 2004 he successfully completed the Doctorate in Business Administration (DBA) from USA
- Presented Papers at conferences in Malaysia and Asean countries. In 1998, he was invited to write a series of articles for the STAR newspaper on various aspects of retrenchment.



CDC CONSULTING SDN BHD (422137P)

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Program Registration Form

Program Title	:	Business Writing Skills
Date	:	14 & 15 August 2018
Venue	:	CDC Consulting Sdn Bhd

Participant(s) Name : (1) _____ (4) _____
 Dato'/Dr/Mr/Mrs(as per IC)
 (2) _____ (5) _____
 (3) _____ (6) _____

Company Name & Address: _____

Designation : _____ NRIC : _____
 H/P : _____ Tel (O): _____
 Fax : _____ Email : _____

Contact Person: _____ Tel(DL): _____
 Designation : _____ Email: _____

Please Tick :

- RM 1,590*** per participant (**Individual Booking**)
- RM 1,325*** per participant (**Group Booking**) register 6 participants

Less RM100 (before 6% GST) per participant (Early Bird) registration before 13 July 2018

Payment Details: Cheque No: _____ Amount (RM): _____

All cheques must be made payable to **CDC CONSULTING SDN BHD**, crossed and marked **A/C payee only**

** Price inclusive of 6% GST*

Cancellation:
 Please inform us in writing of any changes in your registration at least 2 weeks before commencement of seminar, after which 25% of course fee will chargeable. If no notification for cancellation received by commencement date, the full course fee will be charged. However, replacements are allowed.

Please fax or email this registration form to:



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