



LUMS

Rausing Executive
Development Centre

COMMUNICATION FOR ORGANISATIONAL AND PERSONAL EFFECTIVENESS

February 25 - 28, 2020

COMMUNICATION FOR ORGANISATIONAL AND PERSONAL EFFECTIVENESS

Communication is undoubtedly one of the key skills required for career advancement. Managers who can convey ideas with ease, clarity and conciseness play an effective role in the growth and success of their organisations.

The objective of this programme is to equip participants with tools and techniques required to communicate effectively within and outside the workplace. Through experiential learning, peer interaction and faculty feedback, participants will develop oral and written communication skills necessary for personal and organisational effectiveness.

PROGRAMME BENEFITS

This 3-day programme is designed to provide you with the modern tools and techniques essential for effective internal and external communication.

- Learn the fundamentals of effective business communication in the current context
- Develop competency in writing effective messages
- Become proficient and confident at oral presentations
- Enhance personal communication style that inspires others to action
- Use internal and external communication skills to enhance leadership attributes

Programme Date:	February 25 - 28, 2020
Programme Fee:	PKR 110,000
Residential Fee:	PKR 47,500
Venue:	Rausing Executive Development Centre, LUMS

WHO SHOULD ATTEND

The programme is aimed at mid-level managers and executives who want to improve their communication skills to gain competitive advantage.

PROGRAMME DIRECTOR

ANJUM FAYYAZ

Assistant Professor

PhD, Copenhagen Business School (CBS), Denmark

Research Interests:

Institutional Theory; Private Sector Development; Corporate Social Responsibility; Development Aid Intervention; Communication Skills; Family Businesses; SME Clusters and Networks Development

CO-PROGRAMME DIRECTOR

JAWAD SYED

Professor

PhD, Macquarie University Academic FCIPD

Research Interests:

Race & Diversity in Organisations; International HRM; Business Ethics and Organisational Knowledge

TERMS AND CONDITIONS

ADMISSION PROCESS

Applications will be screened with regard to their suitability for the programme. Kindly ensure the submission of your online application by the deadline. Our online application form is available at <https://redc.lums.edu.pk/program-calendar>

**Seat in the programme will be reserved on a first-come, first-served basis.*

PROGRAMME FEE

The fee includes tuition cost, reading material, tea and lunch served during the programme. If you wish to avail accommodation at LUMS, there will be additional fee. It includes accommodation, breakfasts and dinners for the duration of the programme. However, any extra charges such as telephones, extra meals etc. should be paid on departure. You may check-in on the evening preceding the start date of the programme and check-out the morning after the programme ends. You are, however, requested to inform us of the time of your arrival and departure.

ACCOMMODATION

We offer single bed accommodation at the Rausing Executive Centre. Each bedroom with attached bathroom is equipped with mini-fridge, writing desk and direct dial STD/ISD telephone and cable TV. All bedrooms at REC are internet-ready. *Please note we do not provide accommodation for drivers accompanying participants.*

PAYMENT

Payment is due upon receipt of the acceptance letter along with the invoice. Please ensure that the payment reaches the office BEFORE the start of the programme. Space in the programme may only be ensured after we receive the fee.

Our preferred mode of payment is by cheque/banker's draft payable to Lahore University of Management Sciences. However, the programme fee can also be paid via bank transfer. Please send the cheque to:

Marketing Manager

Rausing Executive Development Centre

Lahore University of Management Sciences

Sector "U", DHA, Lahore Cantt. Lahore - 54792

Tel: +92-42-35608119-8243

** LUMS is a not-for-profit organisation under the Income Tax Ordinance 2001. Accordingly, the income of LUMS is not tax deductible/collectable.*

DISCOUNT POLICY

If more than two executives from the same organisation participate (up to a group size of 5 participants), each additional participant after the first two gets a 20% discount on the programme fee.

SUBSTITUTES/TRANSFERS AND REFUNDS

If you are unable to attend a registered course, we will accept a substitute until 2 working days before the programme. Substitute candidates will be subject to the same selection process as the original one. If you wish to cancel your name from a programme, please notify in writing or on call at least 5 working days before the programme. In case of late cancellation, course fee will be refunded after deducting an application processing fee of PKR 20,000.

It is possible to transfer deposited fee to any open enrolment programme within 3 years. Transfers should be notified at least 5 working days before the programme. In case the participant or sponsoring organisation fails to utilise the funds within 3 years, the deposited fee will be forfeited.

Note: REDC may cancel or postpone a programme due to insufficient enrolment or unforeseen circumstances. In this case, university will refund registration fee but will not be responsible for any other related charges/expenses including cancellation/change charges by airline and travel agencies.

In case of postponement, the fee may be transferred to the rescheduled offering of that programme or any other programme as an alternate to refund. The University reserves the right to make changes in its programme policies and fees at any time.
