



I am Certified Business Professional

The CBP™ Business Communication training and certification program is geared towards the individual looking to learn the basics of effective communication in today's business environment. In this course you will be provided the essential information and skill set required to conduct verbal and non-verbal business communication. The CBP™ Business Communication Certification equips the business professional with the best communication practices and develops business communication as a discipline. The CBP™ Business Communication certification module explores the study of the process of communication in the business environment, allowing to understand how to make better choices in day to day communication.



Description

The CBP Business Communication manual covers the following topics:

- Introduction to Business Communication
- Structuring Business Communication
- Developing a Business Writing Style
- Types of business Writing
- Writing for Special Circumstances
- Developing Oral Communication Skills
- Conflict and disagreement in business communication
- Non-verbal Communication
- Developing Effective Presentation Skills
- Doing Business on the telephone

Course Objective

Successful completion of this course will increase your knowledge and ability to:

- Understand the business communication model.
- Structure effective business communication.
- Develop Your Business Writing style.
- Develop your Oral communication skills.
- Do business on the telephone.
- Developing effective presentation skills.
- Solve any conflict and disagreement in business communication.

Who Should Attend

Candidates who wish to specialize in business skills segments.

Prerequisites

This course requires that students meet the following prerequisites:

- The candidate must have a commitment to the pursuit of excellence.
- The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

Course Duration

The standard duration of this course is 16 contact hours. Contact hours scheduling may vary depending on your requirement.

Certification Testing

This course helps you prepare for the following certification test CBP C50-510.

- Achieving more than 70% in the test conducted at the end of the course

Arrange to take the certification test for this course within six weeks of acquiring the course materials, as exams are updated regularly in accordance with current versions.

CBP™ Professionals that have completed the CBP™ Business Communication course can also register for the following courses to achieve the CBP Executive™ credential (Sales, Customer Service, Business Etiquette and Leadership).

Approvals & Accreditation

- The Ministry of Labour, Kingdom of Bahrain
- International Business Training Association (IBTA)

For more information please feel free to contact:

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