

GET ACCESS TO THE FULL COURSE TODAY



Category:
Communication

No. of Modules:
04

No. of Parts:
04

No. of Quizzes:
04

INSTRUCTOR'S PROFILE



BARERA QUADRI

Barera is a dedicated Learning and Development (L&D) professional with more than 12 years of experience in corporate training and academia. Known for crafting and delivering a wide range of impactful training programs aimed at enhancing organizational effectiveness, Barera currently holds the position of Manager of L&D at Iqra University.

Her expertise spans across organizational development, training facilitation, and project management. With an academic background in Applied Linguistics complementing her practical experience, Barera excels in designing tailored training solutions that effectively address diverse organizational needs.

Barera is passionate about fostering professional growth and development within teams and organizations. Her strategic approach and commitment to continuous improvement make her a valuable asset in driving learning initiatives and enhancing overall performance.



WHO SHOULD GET ACCESS TO THE COURSE ?

This course promotes lifelong learning, empowering professionals to stay ahead in their industry by developing skills that meet evolving demands and ensure future success.



Students and Graduates



Project Managers



HR Team



Entrepreneurs

BUSINESS WRITING

Barera Quadri



COURSE DESCRIPTION :

The business writing course provides comprehensive training in writing skills, covering essential techniques and strategies. Participants learn the art of persuasion, mastering methods to influence and engage their audience effectively. They are guided in crafting persuasive business proposals that articulate ideas and solutions convincingly. With access to both essential and specialized toolkits, participants develop a versatile skill set for various writing tasks. Through hands-on exercises and practical insights, the course emphasizes effective communication in a business context, empowering participants to produce high-quality written content that achieves desired outcomes and drives success in their professional endeavors.

LEARNING OBJECTIVES:

The learning outcomes for the business writing course include mastering fundamental writing skills and techniques, understanding the principles of persuasion, and applying them effectively in written communication. Participants will learn to craft compelling business proposals that are clear, concise, and persuasive, utilizing both essential and specialized toolkits.

BUSINESS WRITTING



BARERA QUADRI

- INTRODUCTION

- MODULE – 1 WRITING SKILLS

- Writing Skills
- The Art of Persuasion
- Business Proposal

- MODULE – 2 ESSENTIAL TOOLKIT

- Essential Toolkit Part_1
- Essential Toolkit Part_2
- Essential Toolkit Part_3
- Essential Toolkit Part_4
- Essential Toolkit Part_5
- Essential Toolkit Part_6

- MODULE – 3 WRITING TOOLKIT

- Writing Toolkit Part_1
- Writing Toolkit Part_2
- Writing Toolkit Part_3
- Writing Toolkit Part_4

- MODULE – 4 EFFECTIVE BUSINESS WRITING





- Effective Business Writing Part_1
- Effective Business Writing Part_2
- Effective Business Writing Part_3

BizKademy at a Glance

About Us

- Tech-Driven L&D Company
- 20 Years of Experience
- Empowering Workforce by Capacity Building

Our Offices

-  86 Sheikh Zayed Road, Sharjah, UAE.
-  302, Shahwar Trade Center, Karachi, Pakistan.
-  Chamber 13, RJ, Gulshan e Iqbal, Rashid Minhas Rd.
-  16 Sector H DHA Phase 1, Lahore, Punjab 54000.

Contact

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What We Do?

LMS

- Batches and Cohorts Creation
- Multiple Course Enrollment
- Setting Timelines
- Full Content Moderation
- Assessments and Quiz
- Gradebook
- Leader Board
- User Friendly

Video Production

- Video Production
- Text Animation
- Character / Material Animation
- Glassboard Technology
- Chroma Studio
- SCORM Technology

Courses

Readymade Courses

- Bilingual
- Unilingual
- Versatile Topics
- Self-Help
- Communication Skills
- Technical Skills
- People Management

Courses

Customized Courses

- Need Analysis
- Brainstorm
- Ideate
- Instructional Design
- Assessments and Quizzes
- Get High Tech Support

Assessment Centre

- Assessment Creation
- Invite Candidates (via Link/Email)
- Customizable Tests
- Cheating Prevention
- Flexible 2-Way File Upload
- Real-time Results

Time Master

- Detailed Time Analytics
- Timezones / Shifts Management
- Productivity Reports
- Universal Solution

