



Category 8

***Business
Communication Skills
& English
(BCS)***



Business Communication Skills & English (BCS)

	Course Title	Hours	Duration
Business Communication Modular Programme			
1	Fundamentals of Successful Business Communication (Module 1)	20	3-4 Days
2	Active Listening Skills & Feedback Techniques for Successful Business Communication (Module 2)	20	3-4 Days
3	Successful Business Speaking & Presentation Skills at the Workplace (Module 3)	30	5-6 Days
4	Practical Applications of Successful Business Communications (Module 4)	30	5-6 Days
Occupational Communication Skills			
5	Managerial Communication Skills	20	3-4 Days
6	Business Writing Skills	20	3-4 Days
7	Technical Report Writing	20	3-4 Days
8	Effective Communication Skills for Team Leaders	15	2-3 Days
9	Effective Communication Skills	20	3-4 Days
10	Speed Reading Skills	20	3-4 Days
11	Effective Presentation & Communication Skills	25	4-5 Days
12	Communication Skills for Healthcare Professionals (Distributed Knowledge)	15	2-3 Days
13	Business Communication Skills for Healthcare Professionals	50	8-10 Days
14	English for Nursing and Healthcare		
15	Presentation Skills	30	5-6 Days
16	Modern Communication Skills	20	3-4 Days

Business Communication Skills & English (BCS)



	Course Title	Hours	Duration
	Business English Programme		
17	Business English (Elementary level) Stage 2.1	36	6-8 Days
18	Business English (Elementary level) Stage 2.2	36	6-8 Days
19	Business English (Pre v level) Stage 3.1	36	6-8 Days
20	Business English (Pre Intermediate level) Stage 3.2	36	6-8 Days
21	Business English (Intermediate level) Stage 4.1	36	6-8 Days
22	Business English (Intermediate level) Stage 4.2	36	6-8 Days
23	Business English (Upper Intermediate level) Stage: 5.1	36	6-8 Days
24	Business English (Upper Intermediate level) Stage: 5.2	36	6-8 Days
25	Business English (Advanced) Stage 6.1	36	6-8 Days
26	Business English (Advanced) Stage 6.2	36	6-8 Days

Business Communication Skills & English (BCS)

	Course Title	Hours	Duration
General English Programme			
27	General English (Elementary level) Stage 2.1	36	6-8 Days
28	General English (Elementary level) Stage 2.2	36	6-8 Days
29	General English (Pre Intermediate level) Stage 3.1	36	6-8 Days
30	General English (Pre Intermediate level) Stage 3.2	36	6-8 Days
31	General English (Intermediate level) Stage 4.1	36	6-8 Days
32	General English (Intermediate level) Stage 4.2	36	6-8 Days
33	General English (Upper Intermediate level) Stage: 5.1	36	6-8 Days
34	General English (Upper Intermediate level) Stage: 5.2	36	6-8 Days
35	General English (Advanced) Stage 6.1	36	6-8 Days
36	General English (Advanced) Stage 6.2	36	6-8 Days

For other courses accredited by



And courses offered in partnership with



Please Contact Us At :

Tel : +973 17643663 E-mail : info@horizons-hrd.com