



**Mona School  
of Business &  
Management**

The University of the West Indies, Mona



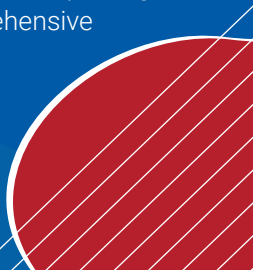
# EXECUTIVE EDUCATION



## Business Communication

Effective communication is integral to successful businesses. Equip yourself and your teams with the necessary tools to help to unearth the full potential of your organization.

Our business communication suite is packaged to provide thorough and comprehensive communication knowledge.



# EXECUTIVE EDUCATION

## Modules

- Fundamentals of Good Writing
- Critical Thinking and Effective Writing for Managers
- Introduction to Report Writing
- Introduction to Proposal Writing

## Target Audience

Persons interested in improving their communication skills

## Prerequisites

An Associate Degree or Professional Certification

## Structure

(4 classes/24 hours) | 9:00 a.m. - 4:30 p.m.

## Objectives

This course will provide participants with comprehensive and critical communication knowledge and expertise in the areas of report, proposal, and business writing.

## Application Process

Visit our website [www.mona.uwi.edu/msbm/scheduled](http://www.mona.uwi.edu/msbm/scheduled) to apply online and to get more information on all our Executive Education



**MSBM** The University of the West Indies, Mona

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