COMMUNICATION AND INTERPERSONAL SKILLS IN BUSINESS
NON-CREDIT PROGRAM WITH TRANSCRIPT

DATES
July 29 – August 16, 2019 (3 weeks)

COURSES
1. INTERPERSONAL SKILLS FOR PROFESSIONALS (30 HOURS)
Strong interpersonal skills and emotional intelligence have been identified as key ingredients for success in the professional world. Professionals from any and all fields of expertise need to rely on their interpersonal skills when interacting with colleagues, subordinates, superiors, clients and other stakeholders.

The objective of this course is to help students develop career-enhancing interpersonal skills with emphasis on the following areas: communication styles, emotional intelligence, conflict resolution, influencing others, diversity and intercultural communication, presentation and facilitation skills.

2. PROFESSIONAL BUSINESS COMMUNICATION AND NETWORKING (30 HOURS)
Your ability to communicate effectively and efficiently in the workplace influences your opportunities for advancement. The demand for specialized language and intercultural communication skills is steadily growing in today’s global marketplace. You need more than technical expertise to succeed. You need excellent professional, interpersonal and social skills to direct others’ activities to attain organizational goals. In this course, students will acquire techniques and strategies for successful cross-cultural, business and professional communication and networking in English.

These courses are non-credit. Students are assessed and graded. A McGill Record of Study is issued. The language of instruction is English (TOEF IBT 79 or equivalent). There are no other prerequisites.

FEES
→ Tuition Fees: $2175 CAD
→ Ancillary Fees: $320 CAD
→ Total Program Fees: $2495 CAD (≈ $1895 USD*)

→ Fees include:
   → International Health Insurance (for non-Canadian residents)
   → Course material
   → McGill Record of Study
   → Attestation of Completion of Program
   → Orientation session
   → Welcome and Farewell receptions

→ Optional:
   → Accommodation (Double Occupancy): $825 CAD ($625 USD*)
   → Cultural and social activities (Fees to be announced)

→ Not included:
   → Meals

*Invoicing is in Canadian dollars, USD pricing based on the Jan. 10, 2019 rate is for comparative purposes only and is subject to change.