

Professional Development: Official Communication in English



The General Education Department and the Human Resources Unit at Al Falah University organized a professional development session for administrative staffs on how to communicate officially within a professional setting.

Ms. Aysha Ehsan, Instructor from General Education and Coordinator of Professional Development Office discussed AFU's office etiquettes and how to professionally write correspondence for internal and external communication.

Mr. Ahmed Reza, Head of Human Resources Unit also reminded the attendees about the policies and procedures adopted by AFU and the members' responsibilities to comply with them.

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