



COMMUNICATION SKILL

ONE DAY TRAINING COURSE

COURSE OVERVIEW

In this training session we will share proper system to quickly identify communication types and read body language & nonverbal cues, and how to "listen between the lines" for being better at communication within corporate environment.

This course contains the detailed analysis of the best practices to be considered in corporate communication & strategies to excel in your career.

COURSE OVERVIEW

By attending this training program, you will improve your communication skill & become clear, convincing & persuasive.

You will learn;

how to specify the exact meaning avoiding misunderstandings, proper use of humour & office banter, handle conflict situations & difficult conversations with difficult people, effective use of body-language gestures and the proper use of praise / appreciation.

ONE DAY | 0900 - 1700 HRS

USD 1,500.0 / SESSION

15 PARTICIPANTS

COURSE CONTENT

Corporate communication?
How it affects professional success.
Body language and non-verbal.
The power of positive language.
Listening skills/achieving mindfulness.
Personality types;
-- [Driver, Amiable, Expressive, Analyst]
Written communication skill
-- Formal emails, reports, minutes
-- Speaking on phone and video calls

COURSE CONTENT

Organising / participate in meetings
Assertiveness in communication
Communication Exercises
-- [Reading/Writing/Listening/Speaking]
Use humour to your advantage.
Communicate your own goals.
Ask the right questions.
Speak & write more accurately
Speak in more optimistic terms
Communication activities