

Course Overview:

Discover useful communication strategies for the workplace

- Whether we communicate from behind a screen or face to face, strong interpersonal skills allow us to share ideas, points of view, expertise, and information effectively.
- On this course, you'll discover the best communication strategies for effective workplace collaboration, and reflect on your own personal communication style.
- You'll learn the importance of matching your communication style with your work and project goals and learn how to manage and control challenging conversations.

Course Objective:

By the end of the course, you'll be able to...

- Identify your personal communications style
- Explore different communication platforms
- Reflect on whether your communication is aligned to your goals
- Apply your communication style in the workplace
- Engage in challenging conversations with positive outcomes
- Reflect on your personal style and technique

Course Outline:

- Identifying your personal communications style
- Exploring different communication platforms
- Exploring your approach to communication
- Applying your communication style in the workplace
- Managing challenging conversations with positive outcomes
- Demonstrating your communication skills

Who Should Attend:

The course will also be useful for anyone in employment who wants to boost their skills or anyone returning to the workplace who'd like to gain confidence in how working practices have evolved.

Training Language:

EN

Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation