

Course Overview:

This workshop helps delegates to understand the impact that communication skills have on other people, and how improving these skills can make it easier to get better results.

Course Objective:

- Analyse your audiences and different situations and plan your message
- Create processes to frame your message to specific audiences
- Apply strategies to influence and motivate others throughout the organization
- Understand how communication can impact how much influence you have
- Exhibit a strong sense of self-confidence with your peers, direct reports and managers

Course Outline:

- How Communication Works
- Influence or Persuade?
- Identifying and Adjusting your Communication Style
- The Dynamics of Communication
- Face-to-Face Communication
- Using the Right Words
- Body Language and Non-Verbal Messages
- Improving Telephone Communication
- Factors of Voice
- Quick Tips for Types of Messages
- The Power of Words
- Questioning and Listening Skills
- How to be an Effective Communicator
- Overcoming Communication Problems

Who Should Attend:

Anyone who wants to improve the communication skills of themselves or their staff in order to become more effective in the workplace.

Training Language:

English-Arabic

Training Methodology:

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

Venue | Date | Fees

Riyadh | 24-12-2023 | 10,350 SAR
Khobar | 21-01-2024 | 10,350 SAR
Riyadh | 23-06-2024 | 10,350 SAR
Riyadh | 28-07-2024 | 10,350 SAR
Khobar | 28-07-2024 | 10,350 SAR
Khobar | 08-12-2024 | 10,350 SAR
Riyadh | 08-12-2024 | 10,350 SAR