

# Effective Communication Skills



**Duration:** 1 Day

**Overview:** This course will help you develop your communication skills in order to increase your effectiveness at work.

It is aimed to help you better understand how you relate to others by developing your awareness of the essential skills needed to improve your communication in the workplace.

**Designed for:** All employees (managers and staff members) who wish to improve their communication skills.

**Objectives:** By the end of this course you will

- Be able to communicate more effectively with others through an increased awareness of various communication styles
- Be able to identify and apply effective communication strategies and techniques
- Understand the barriers to effective communication and how to overcome them
- Understand how to best target your communication energy to appropriate individuals, teams or departments for maximum benefit
- Raise your awareness of the importance of networking skills in communication in order to increase impact and maximise corporation

**Method:** This course will use a structured series of lively and interesting exercises and practical skills activities to gradually develop understanding, confidence and capability in a supporting environment.

This course can be run exclusively and tailored to suit your company's specific learning requirements and organisational needs. Costs are dependent on number of days required and bespoke content

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