

A Simple Exercise To Build Powerful Communication Skills

Course Code: 1139

Course Duration: 1 hour

Communication skills can be some of the most challenging at any level to master. It is something we all do regularly but few do well. The challenge is to send and receive messages that are understood and acted on. Career success comes from being able to communicate clearly, in a succinct and concise way. This hour course illustrates the most important principles and practices for successful verbal communication. This course outlines strategies that will make your verbal messages more effective.

Course Description: Most of us probably think we communicate clearly, but do we? Through observation exercises, you will be introduced to key verbal communications skills. The course objective is to illustrate how to formulate and deliver messages that are correctly understood and appropriately acted on.

Outline

1. Communications Overview
 - a. Recognize the ingredients of effective communications
 - b. Formulate communications that are effective, efficient and successful
 - c. Identify strategies to improve communication efficiency, effectiveness and ultimate success

Who Should Attend: Anyone who wants to communicate effectively.