

EFFECTIVE COMMUNICATION @ WORKPLACE



“COMMUNICATION is ART from the HEART”

Overview:

The focus of this session is to help people think more strategically about their communication skills in order to improve their overall effectiveness.

In today's competitive business world, effective communication is more essential than ever before. It is the foundation on which companies and careers are built and a crucial component of lasting success.

The ability to communicate effectively can have a profound effect on one's personal and professional life.

This Effective Communication Skills Training program helps people communicate effectively, appropriately and clearly in all situations. This is a great course for everyone as the benefits can have a positive effect on every aspect of their life.

Learn to understand how you communicate, how others communicate and adjust to meet their needs. This will help them receive your message more clearly and improve relationships in general.

Outcome:

At the end of this Effective Communication at workplace training your participants will be able to:

- Understand Communication is key to success
- Describe the process of communication, both verbal and non-verbal
- Master adjusting one's own communication approach based on need
- Identify barriers to effective communication and how to overcome them
- Developing Empathy and Rapport
- Learn to use body language appropriately
- Learn to listen actively & effectively
- Gain insight into asking open questions
- How changes in technology have affected communication within and between organisations and their employees

Workshop Format (methodology):

The workshop is delivered through an experiential route to create an urge in participants to change self. This is done by addressing the emotional mind of the participants through activities, stories, pictures, videos, role-plays, case studies, games and exercises.

Target Audience:

This workshop is suitable for all Executive, Manager, Leaders and also anyone who is interested in improving their performance and productivity personally and professionally.

Workshop Duration:

6 -8 hours per day

