

Management Training Programme

**EFFECTIVE
COMMUNICATION**

Skills

www.corvit.com





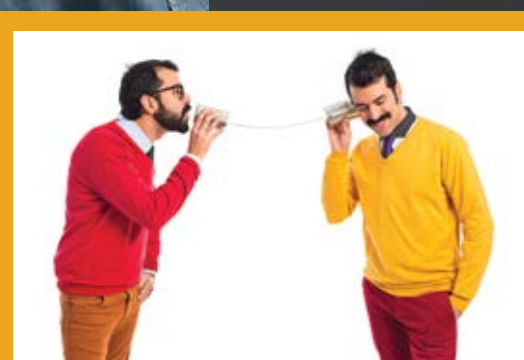
PROGRAMME DESCRIPTION:

Highly effective communication skills are invaluable assets in today's business world and active speakers have superior control over their voice, tone and body language. Good communication is about exchanging information, ideas and opinions effectively with those around us. One of the commercial challenges these days is about learning specific business communication styles for sharing concerns. Communication is the critical building block of a successful organization. Our special programme on communication skills is designed for experts who are looking to improve their skills to become more assertive.

PROGRAMME OUTCOMES:

By the end of the programme the participants would be able to:

1. Understand the elements that make up the communication dynamic
2. Learn how to listen actively and be assertive effectively
3. Learn how to utilize pitch, tone, speed and body language appropriately in work place
4. Understand own communication style and adjust approach based on need and situation
5. How to best influence others confidently in the workplace
6. Write clearly and persuasively
7. Enhance the value of meetings attended



PROGRAMME AUDIENCE:

Suitable for anyone wanting to improve their communication skills

TRAINING METHODOLOGY:

- Interactive training filled with individual and group activities designed to be stimulating, informative and challenging
- Theory combined with real life practical application and case studies.
- Corporate videos
- Sample exercises & tasks



PROGRAMME DURATION: One Day

PROGRAMME OUTLINES:

Understanding Communication

1. What is effective communication
2. Communication process
3. Elements of interpersonal communication
4. The importance of communication skills
5. Common barriers to effective communication



Communication Styles

1. Face to face communication
2. Voice Tone
3. Body language
4. Verbal communication
5. Physical communication
6. Attributes of an effective communicator



Speaking with Confidence

1. What is assertiveness
2. How to be assertive?
3. Benefits of being a good speaker
4. Express yourself in a positive way
5. Be open to criticism
6. Learn to say 'no'



Making Meetings Work

1. Why we meet
2. Planning an agenda for productive meeting
3. Active listening and speaking in session
4. Keeping the participants engaged
5. Concluding meeting
6. Communication in virtual world



Writing with Purpose

1. Formal communication
2. Writing effectively
3. Put the main point first
4. Complexity of the topic
5. When and when not to write
6. Know your audience



Active Listening Skills

1. Listening is not the same as hearing
2. Principles of listening
3. Listening types
4. Active listening
5. Listening in difficult situations



Personal Appearance and Presentation

1. Personal appearance
2. Body language, posture and proximity
3. The importance of self-confidence
4. Show your Passion and Connect with your Audience
5. Turn your training presentation into Learning

UAE (Dubai)

Pakistan (Lahore, Karachi, Islamabad, Rawalpindi and Faisalabad)

sales@corvit.com

