

Communication Skills

Program Description

Communication is a key skill for every person and every group in business, in leisure, and in social life. Studies have proven that many opportunities have been avoided, businesses have been lost, or goals have been missed as a result of poor communication.

In this course, participants will learn the different models and approaches of communications, and the reasons for why communications fail. They will be introduced to the barriers that are causing interferences for the communication process and practical ways for removing those interferences for improving personal communication skills, and how they can maintain a healthy environment through the thorough understanding of communication skills. The course will also cover some communication skills that are often practiced in business, and some advance skills for improving interpersonal skills and negotiation skills.

The course is highly interactive and allows participants to challenge observed practices.

Course Objectives

Upon completion of this course, you will gain an understanding of the following important aspects of communications

- Basic Communication skills
- Communication Models
- Communication Approaches
- Interpersonal relationship
- Communication Levels
- Communication as a tool for effective negotiations
- Work Environment as a source of Interference
- Communication as a tool for motivating your employees and others
- Basic skills for effective communications
- New HR practices for improving communications

Who should attend?

Communication is not limited to specific categories of workers. Everyone needs those skills. However, it will be specifically important for people who deal with others face-to-face, through phone, or writing methods such as Managers, supervisors, employees, consultants, professionals, workers etc.

For any further information please contact us at:

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