

ADVANCED COMMUNICATION SKILLS

2-Day Corporate Training Program

OVERVIEW

This course provides tools and techniques to enhance communication to build competence and improve the ability to communicate effectively. Through a dynamic instructor-led training, participants will be able to assess their communication styles, discuss elements of the communication process and define ideas to thrive in personal and professional communication.

WHAT YOU WILL ACHIEVE

By the end of this program, participants will be able to:

- Adapt communication to different audiences
- Organize clear workplace messages and presentations
- Participate more effectively in business meetings
- Manage challenging professional conversations

WHAT YOU WILL LEARN

Day 1: Communication Foundations and Business Presentations

- Elements of Effective Communication Process
- Verbal and Nonverbal Communication
- Effective Tools and Techniques
- Communication purposes, styles and listening
- Purpose and Organization
- Business Presentations

Day 2: Meetings, Relationships and Challenging Communication

- Business Meetings
- Qualities of productive meetings
- The agenda
- Roles in the meetings
- Relationships and Challenging Communication
- Building relationships
- Challenging conversations

METHODOLOGY

Well-balanced theoretical and practical methodology, which includes interactive discussions, case studies, interactive activities/exercises and assignments to understand the concepts and their applicability

EVALUATION CRITERIA

Participants must have attended the sessions **at least 80%** of the sessions in order to receive a CERTIFICATE from Asia Pacific Regional Hub – Corporate Training Division of EIU–Paris

SPECIAL FEATURES YOU WON'T FIND ANYWHERE ELSE ...

Discussions are based on extensive practical experience, not just theory. Engaging interactions characterize the training sessions from start to finish, keeping everyone involved in the learning process, and applying what is learned to real-life work situations and circumstances. Collaborative work is assigned for enhance learning and mastery of knowledge and/or skills.

FEE & PAYMENT

USD1,099/ per person

Fee Includes:

- **2**-Day Training (Total 12 hours)
  - Time: 9.00 AM - 4.00 PM (1-Hour Lunch Break)
- Globally Recognized Professional Certificate
- Digital Training Resources
- Essential Stationery
- Tea/Coffee Breaks
- Working Lunches

**Note:* all other expenses are to be borne by participants.