

ADVANCED COMMUNICATION FOR MANAGERS

2-Day Corporate Training Program

OVERVIEW

This 2-day training program is designed to equip managers with essential communication skills to enhance leadership effectiveness, foster collaboration, and navigate workplace interactions with confidence. Through a mix of interactive discussions, hands-on activities, and real-world case studies, participants will refine their ability to communicate clearly, deliver impactful presentations, lead productive meetings, and handle difficult conversations with diplomacy.

WHAT YOU WILL ACHIEVE

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

- communicate effectively, adapt their style to different audiences, and build strong professional relationships
- develop confidence in delivering presentations, leading meetings, and handling challenging workplace conversations
- equip the participants with conflict resolution techniques, persuasive communication strategies, and executive presence skills to influence stakeholders.
- apply their enhanced communication skills in real-world business scenarios

WHAT YOU WILL LEARN

Day 1: Core Communication Skills for Managers

- Communication Process, Tools, and Techniques
- Purpose and Organization of Managerial Communication
- Business Presentations for Leaders
- Effective Business Meetings
- Presentation preparation and meeting communication

Day 2: Advanced Managerial Communication

- Building Relationships & Handling Challenging Conversations
- Difficult Conversations and Conflict Resolution
- Executive Presence and Influence

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.