

EFFECTIVE COMMUNICATION HALF DAY

COURSE OVERVIEW

Clear, concise and effective communication plays a vital role in both the internal workplace and with external customers.

This course will help you to build confidence in communication and listening to others. Ideal for anyone but specifically those in a management or supervisory role, this course is delivered over half a day (approx. 3 hours).



CONTENT

- Understanding the different types of communication
- Barriers to effective communication
- Questioning and listening skills
- Managing team communication
- "7" C's to Communication
- Communication via telephone
- Written communication via letter or email

COSTS

Per Person: N/A

Per Group: £1000.00

*Maximum 10 delegates per group. 20% discount applied if Core HR subscriber.

Training available at your premises or off-site at our bespoke training facility in Rochdale.