

Successful Communication Skills

90 min
½ day

'Search for Understanding, then Be Understood'

<p>Business Scenario</p>	<p>Communication is one of the most important skills for us all. Successful communication skills are often the difference between achieving your potential and not. The purpose of all successful communication is to get your message across to the receiver with no cause for misunderstanding.</p> <p>This inspiring discussion is designed for those wanting to improve the quality of their interaction with others and use their skills to build and maintain strong working relationships.</p>
<p>Your Booster Session</p>	<ul style="list-style-type: none"> ▪ Choosing the appropriate format and medium to get the message across ▪ Recognising the effect of positive words, tone and body language ▪ Managing your conversation for better results
<p>Action Planning - What will You do?</p>	<p>Through theory, discussion and practice sessions you will explore effective communication techniques enabling you to create an Action Plan for future success.</p>
<p>Flexibility of Delivery</p>	<p>Active Knowledge Bites™ may be delivered pre-course, post-course or stand-alone; designed as motivational, thought provoking sessions for high impact information sharing and supported with relevant exercises, material and Action Planning to apply new ideas back into the workplace.</p> <p>Sessions may be tailored and extended to a half-day course.</p>
<p>KSF Mapping</p>	<p>This course provides underpinning knowledge that will help delegates meet the requirements of the KSF dimensions listed.</p>

*Active Knowledge Bites™
Turning Learning into Action...*

