

Effective Communication Course Card

Effective Communication in the Workplace

Course Aims

In this session we look at the different methods of communication whether it's formal, informal, written or verbal and how to select the best communication method whatever the situation, developing an awareness of the different communication styles and how to adapt your personal style accordingly.

Face to face communication and the way you portray yourself is also very important and in this session we look at the behaviours required to demonstrate effective communication.

By the end of this session, attendees will:

- Understand the advantages and disadvantages of the different methods of communication.
- Identify own personal communication style as well as understanding the barriers to effective communication.
- You will be able to recognise your own personal communication style as well as distinguish those of others and be able to adapt and flex your style in order to better communicate with even the most challenging situations.
- Understand the difference between formal and informal situations and the language appropriate to each situation in the workplace.

Course Benefits

- Gain the necessary skills required to communicate successfully, whatever the situation.
- Build your confidence with different people that you encounter with in the workplace by expressing yourself clearly in a variety of methods of communications.
- Gain a nationally recognised qualification.

Who should attend this Course?

Anyone who is looking to develop communication skills and be able to communicate with a range of people on a day to day basis with in the workplace.

Price

Workshop - £125 per delegate, which includes the City & Guilds registration fee. 1 day workshop including lunch and a delegate workbook.

Further Information

This is a one day training event scheduled across a variety dates in 2015. To see when and where we are next running this event or to book, visit our website www.blythconsultancy.co.uk or call us on 0141 334 4788. You can also email your enquiry to hello@blythconsultancy.co.uk

Booking terms and conditions are available on our website.

t: 07736339031 e: anne@blythconsultancy.co.uk w: www.blythconsultancy.co.uk