



WAYS OF COMMUNICATING EFFECTIVELY

Communication only works for those who work for it. Explore the various ways or techniques in expressing your instructions, opinions, suggestions, findings, decisions, etc. effectively.

Select the appropriate technique or way to communicate in this tech savvy and fast era. Be it a team or an individual, the right technique will enable instructions or messages well understood for actions to be taken.

OBJECTIVES

- ✚ Securing good response to your enquiries, intentions and instructions
- ✚ Communicate effectively for positive results at work and business
- ✚ Overcoming barriers in communication
- ✚ Accomplishing company's vision and goals ultimately

Who Should Attend?

Those with responsibilities in communicating effectively at work and business.

This course is suitable for executives and even managers.

WORKSHOP OUTLINE

- ✚ Module 1 – Making Communication Work for You
- ✚ Module 2 – Learning From Past Failures in Communication
- ✚ Module 3 – Gestures as Important Tool
- ✚ Module 4 – Presentation as a Way of Communicating
- ✚ Module 5 – Communication Via Training & Coaching
- ✚ Module 6 – Telephone Communication at Work
- ✚ Module 7 – Face to Face Communication

If you have any enquiries, please contact

+60 (3) 56213630 or

email: info@comfori.com

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