

Powerful Communication

Category: Personal Development

Course Details

Duration: 1 Day

Timings: 09:30 - 16:30

The following topics are covered in our Powerful Communication workshop:

How do we communicate with others?

- The use of body language, written and verbal communications.
- How to improve active listening skills.
- Questions – open and closed and when to use.
- Written correspondence – are you getting your message across?

Communication Strategy

- Review of the techniques used by your organisation.
- How can they be improved?
- Internal, external communications – what is the difference and why are they important?

Presentations

- Understanding the importance of planning and preparing for a presentation and why structuring presentations effectively is important. The importance of researching your subject area and having up to date factual and interesting information.
- Interacting with the audience and getting them to participate.
- Dealing with difficult questions.
- Valuation information on the pros and cons of different audio visual aid and how to use them to the best effect.

- The content of the presentation, your body language and your voice.

Evaluation

- Asking for feedback – positive and constructive comments.
- The use of “happy sheets” and how to learn from feedback to improve future presentation skills.
- Monitoring internal communications an overcoming any barriers and keeping the “channels” open.

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

T: +44 (0)151 650 6907

E: enquiries@squareonetraining.com