

Communication Skills

What are the specific details?

Duration One day.
Cost £175.00 per person.

Communication is the art of being understood and of understanding others. This workshop is ideal if you would like to review and develop your communication style to enhance your interpersonal relationships and ability to present a clear and positive message. You will gain skills to communicate clearly and confidently and achieve your objectives through effective communication back in your workplace.

Who is this course suitable for?

Suitable for learners with some awareness of this area who want to develop their knowledge to aid their employment opportunities and for those in employment as part of their continuous professional development.

Do I need any experience?

No. Our trainers have designed the workshop to give you all the information and training you need to develop your skills.

How is the course delivered?

The Business Solutions team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at our Centre for Leadership.

What will I gain from this course?

Upon completion of this workshop you will receive a Certificate of Attendance and easy to follow hand-outs.

What will I learn?

This workshop will cover:

Why we communicate
Communication barriers
Listening skills
Presentations and meetings

Methods of communication including

- Verbal
- Non-Verbal
- Body Language
- Written
- Email

For further information, or enrolment, please contact Business Solutions on:

☎ (01903) 273 732

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🌐 www.northbrook.ac.uk/BusinessSolutions

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