

Communication Skills

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.



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.

What if I can't fit it in?

The Northbrook 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 based at our Broadwater campus.

What will I gain from this workshop?

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

What will I learn on this workshop?

This workshop will cover:

- > Why we communicate
- > Methods of communication including:
 - Verbal
 - Non-Verbal
 - Body Language
 - Written
 - Email
- > Communication barriers
- > Listening skills
- > Presentations and meetings

What are the specific details?

Price	£175.00 per person
Duration	One day

For further information on other workshops, please visit our website:

www.northbrook.ac.uk/BusinessSolutions

How do I enrol or get further information?

For group rates from £75 per person, or enrolment, please contact the Northbrook Commercial Services team on:

☎ (01903) 273 114

✉ business.solutions@nbcol.ac.uk

🌐 www.northbrook.ac.uk/BusinessSolutions

📍 Northbrook Commercial Services, Broadwater Road, Worthing, West Sussex, BN14 8HJ