

Training Content

Duration : 1 day

Training Methodology

- Interactive Videos
- Games
- Discussions
- Mind Maps

Training Goals :

- Individuals become effective at their ability to communicate in all aspects and this will reflect positively for your business.
- More professionalism in communication, helping maintain the brand values of the organization.
- Greater credibility and respect for the individual and the organization.

Module -1 : Introduction :

- Effective VS Ineffective Communication
- Consequences of Ineffective Communication

Module -2 : Effective Business Communication

- Conversation Starters
- Speaking with Tact & Clarity
- Workplace Euphemism
- Active Listening
- Emails
- Leading Impactful Meetings
- How to give feedback?
- How to communicate professionally