

## **Training Content**

**Duration : 4 Hours**

### **Training Methodology**

- Interactive Videos
- Games
- Discussions
- Mind Maps
- Exercises

### **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
- Leading Impactful Meetings
- How to give feedback?
- How to communicate professionally

### **Module 3 Transforming into a Confident Speaker**

- Dealing with FEAR
- Acknowledging Good Speakers
- KISS- Keep it Short and Simple
- Body Language
- Practice Exercise

