Training Program
Duration: 1 Day

Training Methodology:
- Interactive Videos
- Games
- Discussions
- Mind Maps
- Exercises

Training Goals:
- Enhance individuals' ability to communicate effectively in all aspects.
- Foster professionalism in communication to maintain organizational brand values.
- Cultivate greater credibility and respect for individuals and the organization.

Key Learning Milestones:
1. Stop being Robotic: Incorporating words and phrases to add a human touch.
2. Power & Courtesy Words: Using language to convey authority and respect.
3. Tips to Win Over a Chat: Strategies for engaging and persuasive communication.
4. Appropriate Response Time: Managing response time in chats, emails, and verbal conversations.
5. Attitude Checklist: Identifying behaviors to avoid for effective communication.
6. Persuasive Phrases: Techniques for influencing and persuading others.
7. Power of Pause: Utilizing silence for emphasis and impact.
8. Rate of Speech: Adjusting speaking pace for clarity and effectiveness.
9. Tone & Fillers: Managing tone and minimizing filler words for professionalism.
10. Adding Emphasis: Techniques for emphasizing key points in communication.
11. Summarizing & Paraphrasing: Consolidating information and ensuring understanding.
12. Workplace Euphemisms: Using diplomatic language in workplace communication.
13. Art of Storytelling: Engaging and captivating audiences through storytelling.
14. The Solution Pyramid: Understanding, addressing, and responding to challenges effectively.
15. Response VS Reaction: Differentiating between thoughtful responses and impulsive reactions.
16. Less Promise, Deliver More: Setting realistic expectations and exceeding them.

Module 1: Introduction to Effective Communication
- Effective VS Ineffective Communication
- Consequences of Ineffective Communication

Module 2: Business Language and Communication
- Conversation Starters
- Speaking with Tact & Clarity
- Workplace Euphemism
- Active Listening

- Leading Impactful Meetings
- Providing Constructive Feedback
- Professional Communication Strategies

Module 3: Building Interpersonal Relationships
- Transforming into a Confident Speaker
- Overcoming Fear of Public Speaking
- KISS: Keep it Short and Simple
- Body Language
- Interpersonal Communication Basics
- Engaging Conversations
- Handling Conversations with Different Genders
- Giving and Receiving Compliments
- Displaying Thoughtfulness and Courtesy in the Workplace
- Email Etiquettes

Module 4: Delegating Effectively and Team Management
- Understanding Delegation Techniques
- Developing Delegation Skills
- Team Building Strategies
- Leading High-Performance Teams
- Recognizing and Acknowledging Good Speakers
- Creating a Positive Work Environment
- Rapport Building
- Personal and Professional Image Development