

# Microlearning Modules for Effective Communication

**Duration:** 2 months (16 sessions, 2 hours each, twice a week)

**Target Audience:** Busy professionals

**Format:** Interactive, self-paced learning with practical exercises

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## Week 1: Foundations of Effective Communication

### ♦ Session 1: The Art of Clear and Concise Communication

- The importance of clarity and brevity
- Eliminating filler words and jargon
- Practical exercise: **"Say It in One Sentence" Challenge**

### ♦ Session 2: Active Listening for Better Conversations

- The role of active listening in professional success
  - Barriers to effective listening
  - Activity: **"Paraphrase and Confirm" Listening Exercise**
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## Week 2: Verbal and Non-Verbal Communication Mastery

### ♦ Session 3: Tone and Voice Modulation for Impact

- Controlling pitch, pace, and volume
- Matching tone to intent
- Practice: **Role-play exercises with different emotions**

### ♦ Session 4: Understanding and Using Non-Verbal Cues

- Body language, gestures, and facial expressions
  - Cultural differences in non-verbal communication
  - Activity: **Decoding body language in video clips**
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## **Week 3: Persuasion and Influence in Communication**

### ♦ **Session 5: The Science of Persuasion**

- Persuasive communication techniques (ethos, pathos, logos)
- Structuring your argument for impact
- Activity: **Debate challenge**

### ♦ **Session 6: Negotiation and Assertiveness Skills**

- The balance between confidence and aggression
  - Saying "No" effectively
  - Activity: **Practice negotiating real-life workplace scenarios**
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## **Week 4: Professional Communication in Business Settings**

### ♦ **Session 7: The Essentials of Business Writing**

- Writing clear and impactful emails
- Do's and don'ts of workplace communication
- Exercise: **Rewrite ineffective emails**

### ♦ **Session 8: Effective Virtual Communication & Meetings**

- Best practices for virtual meetings

- Handling distractions and maintaining engagement
  - Activity: **Simulated virtual meeting with feedback**
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## **Week 5: Storytelling and Emotional Intelligence in Communication**

### **♦ Session 9: The Power of Storytelling in Business**

- Crafting compelling narratives
- Using storytelling for influence
- Activity: **Create and share a 2-minute personal story**

### **♦ Session 10: Emotional Intelligence in Communication**

- Managing emotions in conversations
  - Handling difficult conversations with empathy
  - Activity: **Self-assessment and role-play**
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## **Week 6: Handling Workplace Conflicts and Difficult Conversations**

### **♦ Session 11: Conflict Resolution Strategies**

- Identifying root causes of conflict
- Communication techniques for de-escalation
- Role-play: **Handling workplace disagreements**

### **♦ Session 12: Giving and Receiving Constructive Feedback**

- The feedback sandwich technique
- Receiving criticism professionally

- Activity: **Real-world feedback scenarios**
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## **Week 7: Cross-Cultural and Interpersonal Communication**

### ♦ **Session 13: Communicating Across Cultures**

- Understanding cultural communication styles
- Overcoming language and perception barriers
- Activity: **Case studies of cross-cultural miscommunication**

### ♦ **Session 14: Building Rapport and Trust Through Communication**

- The role of trust in workplace interactions
  - Verbal and non-verbal trust-building techniques
  - Exercise: **Trust-building communication role-play**
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## **Week 8: Wrap-Up and Practical Applications**

### ♦ **Session 15: Communication in Leadership**

- Leadership communication styles
- Inspiring and motivating through speech
- Activity: **Deliver a short leadership speech**

### ♦ **Session 16: Final Capstone & Action Plan**

- Reviewing key takeaways
- Personalized communication improvement plan
- Activity: **Live communication challenge**

