

Effective Communications Course

Suitable for

Those wishing to make more impact in communicating with others, visually, verbally and in writing.

Content

- Seeing yourself as others see you
- The attributes of a good communicator
- Speaking more confidently
- Developing more expression & meaning
- Using body language and eye contact
- Being a good listener
- Using effective questioning techniques
- Essential writing skills
- Personal action plan

Certificate

A Batalas attendance certificate for all delegates who complete the course.

Format of course

Tutor led sessions interspersed with individual and team based exercises.

Duration

1 day

What to do next

For dates, venues and costs please go to our website: www.batalas.co.uk or contact an advisor on 0870 750 4400.

Associated courses

- Maximising Team Performance
- Managing Change
- Creative Thinking and Problem Solving
- Time Management and Personal Effectiveness
- Leadership
- Delegation Skills
- Presentation Skills