

## REASONS TO TAKE THIS TRAINING

- Improve your communication skills to enhance professional relationships
- Learn to handle conflicts constructively with this Effective Communication Course
- Develop communication styles that inspire and motivate teams

### Effective Communication Skills Training Outline

#### **Module 1: Introduction to Communication**

- What is Communication?
- Why Communicate?
- Whom Do We Communicate with?
- Who is a Stakeholder?

#### **Module 2: Communication Benefits**

- Benefits of Effective Communication
- Consequences of Ineffective Communication
- Engagement and Communication
- How We Communicate?

#### **Module 3: Process of Communication**

- Types of Communication
  - Formal
  - Informal
  - Horizontal
  - Vertical
- Communications Channel

#### **Module 4: Skilled Communicator**

- What is a Skilled Communication?
- Qualities of a Good Communicator

#### **Module 5: Individual Evaluation**

- Introduction to Individual Evaluation
- Questions to Consider

# Effective Communication Skills Training Program Outline

**Hongru Du**



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