



See more at www.zandax.com/courses/effective-communication-in-the-workplace

Course information from ZandaX

Effective Communication in the Workplace

A premier Workplace Communication training course from ZandaX

Course duration: 1 hour 30 minutes of highly focused content (Revisit, review and revise as often as you want)

What you'll learn

- ✓ About the Course
 - ★ Summary of course objectives, and yours too
- ✓ Communication Skills for Managers
 - ★ Increase your effectiveness with great communication
- ✓ Course Wrap Up
 - ★ Summary and wrap up of what you've learned

What does our Effective Workplace Communication course cover?

Supercharge Your Workplace Communication Skills!

Communication skills is a big subject that has a huge impact on every aspect of our lives - not just at work, but also at home and with friends.

If you don't communicate well, your relationships will suffer, with obvious implications for your effectiveness ... whatever you're doing.

At work, things go wrong. If a manager says "they didn't do as I asked", or staff say "I didn't understand what they wanted", it shows a clear failure in communication.

This course takes you through all the elements of successful communication, with exercises and questions to reinforce the messages.

This means you'll get a great understanding of the skills you need, and how to use them, for the kind of workplace communication that brings success in your career -- and in all areas of your life.

This Workplace Communication skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's completely interactive and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better workplace communication skills?

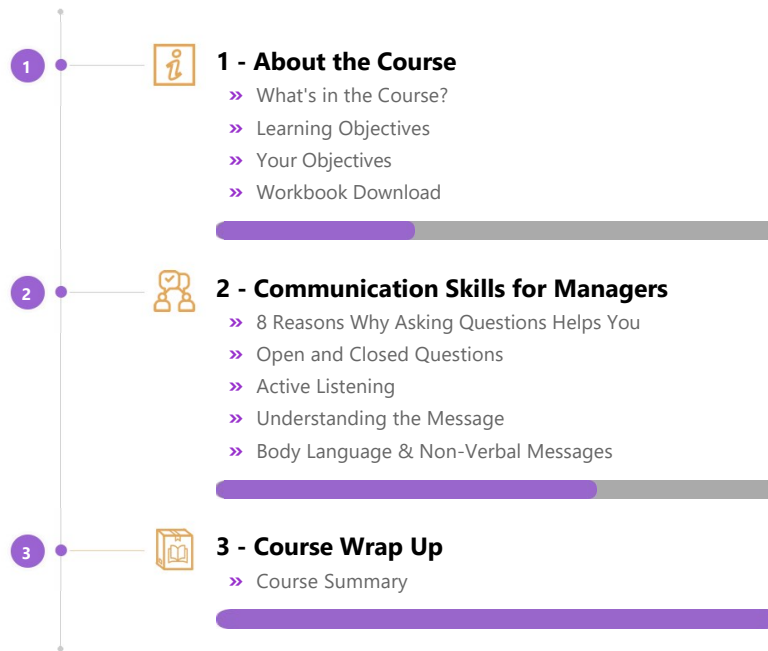
Course requirements

You don't need any qualifications or prior experience -- just a desire to improve your communication, and, actually, your life in general!

Who's this course for?

Anyone who wants to learn how to improve their communication skills at work (and maybe outside work too!) whatever their level of seniority.

Course content for Effective Communication In The Workplace



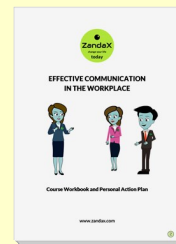
And There's a Great 35-page Workbook...

How about realizing your **full potential**?

The course comes with a great, results-focused downloadable workbook.

The workbook features:

- Structured content with space for **your own notes** so you personalize your learning
- Apply the lessons in each module to your own situation and needs
- The **unique ZandaX Personal Action Plan** with four structured Follow Up Sessions for you to monitor and manage your ongoing development
- A final Review Session for you to see just **how far you have come!**



More about the ZandaX Effective Communication In The Workplace course

Learn the Key Skills You Need for Effective Communication

Learn effective workplace communication skills that will transform your career

In this course, we take you through every key element of successful communication. It's a focused, fast track course that covers all you need with video lessons and interactive screen content.

We start by showing eight ways that asking questions helps you, so that you, and other people too, get much more out of your communication.

We move on to using open and closed questions to building relationships -- and change people's minds!

Next, you'll learn about active listening, and see how you can make your conversations productive, enjoyable and fulfilling. For all parties involved.

Then we show you how to ensure that you - and other people too - understand the message so everyone has clarity.

And finally, you'll be taken through the importance of body language and non-verbal messages, and how you can improve your effectiveness by making a few simple adjustments to how you present yourself.

With this course, you won't just see the importance of great communication skills: you know how to put them into action!

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject. You also get a comprehensive ZandaX workbook and Development Plan that you can use to reinforce your learning.

The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. This combination of videos and interactive content will enable you to get a thorough understanding of the subject.

View this course online

Visit our website at www.zandax.com/courses/effective-communication-in-the-workplace to view the latest details, including related courses, prices and quantity discounts.

ZandaX

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