

Effective Communication Skills

Overview

Communication skills are essential to professional success. This course provides participants with a detailed overview of the communication process and suggests actions for improving listening skills. It is designed for those who want to improve their people skills and improve their ability to work with others.

Learning Objectives

By the end of this workshop, participants should be able to:

- . Understand what communication is
- . Identify ways that communication can happen
- . Identify barriers to communication and how to overcome them
- . Develop their non-verbal and Para-verbal communication skills
- . Use the STAR method to speak on the spot
- . Listen actively and effectively
- . Ask good questions
- . Use appreciative inquiry as a communication tool
- . Adeptly converse and network with others
- . Identify and mitigate precipitating factors
- . Establish common ground with others
- . Use “I” messages

Course Level: Intermediate Level
Course Duration: 2 days
Course Format: Instructor-led course

Target Audience: Managers, employees, and professionals, who want to enhance their communication skills, people who have to communicate with others in different environments

Pre-Requisite: None

Course offering:
Monthly

Date:
Call for details

Location:
Jal El-Dib, Hamra, Damour,
Aley and Semqanieh

Class participants:
8-15

Student Materials:
Included

Cost :
350.00 USD



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