



Business Communication Training

Business Communication Training can help to ensure that your employees speak well and understand how to write clear, concise messages to customers and clients. It gives them the knowledge of how to conduct themselves both inside and outside the office. The training also teaches the skills that will be useful for them when they are off-site, such as communicating with suppliers and clients. This also gives them a solid foundation of information that they need on how to communicate with others who may be less familiar with business etiquette and may not always understand business's policies and procedures.

In order to understand and overcome business communication difficulties, you need to be able to communicate effectively through both written and verbal communication. The best training will teach you how to utilise all these communication tools effectively to address various issues. It is extremely important to be able to understand other cultures and to be able to bridge the gap between your own and other people's expectations.

Course Overview

You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

At the end of this one-day workshop, participants will be able to:

- Define assertiveness and self-confidence, and list the four styles of communication
- Develop effective communication techniques.
- Create persuasive cover letters.
- Learn presentation skills.
- Build confidence

Introduction to Business Communication

Learn about the role and importance of communication and understand the different modes of communication.

Essential Communication Skills

Learn the principles and techniques of written and verbal communication. Improve your pronunciation, fluency and listening skills. Learn the art of questioning and the power of body language.

The Application Process

Learn how to communicate powerfully and stand out during the application process, from writing cover letters and resumes to performing well during group discussions and interviews.

Workplace Communication Skills

Learn integral communication skills for the workplace including the principles of business communication, email writing etiquette, presentation skills and navigating communication

Workshop Wrap-Up

At the end of the course, students will have an opportunity to ask questions and fill out an action plan.

Visit <https://paramountraining.com.au> for more information or call 1300 810 725

