



Corporate Communication Skills Training

Welcome to the Corporate Communication Skills Training.

The workplace is a social environment. Much like any other social environment a lot of things are demanded of it such as encouraging certain mannerisms while discouraging others, communication between peers being of paramount importance, and providing and rendering the right kind of services to the right kind of people. It's a complicated mix; it involves etiquette, which is to say, how one carries themselves in the workplace environment, and how one can communicate most effectively with one another. Both need to be performed with a degree of proficiency, and if mastered, can allow a person a surprising degree of professionalism within the workplace.

We have developed this Corporate Communication Skills Training course to meet the demands of organisations in need of better workers that desire to better communicate themselves to coworkers and other business professionals. Helping reduce conflict, build connections and increase professionalism.

Course Overview

You will spend the first part of the session 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.

This workshop will help you teach participants how to:

- Learn about the role and importance of communication
- Improve your pronunciation, fluency and listening skills.
- Learn how to communicate powerfully and stand out during the initial connection process
- Learn integral communication skills for the workplace

Introduction to Business Communication

First, participants will learn about the role and importance of communication and understand the different modes of communication.

Essential Communication Skills

Next, participants will learn the principles and techniques of written and verbal communication and the art of questioning and the power of body language.

The Initial Connection Process

Here, participants will learn how to communicate powerfully and stand out during first impressions and meetings, from performing well during group discussions and interviews to simple techniques to build better connections with people.

Workplace Communication Skills

In this session, participants will learn integral communication skills for the workplace including the principles of business communication, email writing etiquette, presentation skills and navigating communication roadblocks.

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