



Communication Training

Have you ever wondered why it can sometimes be challenging to have conversations, with individuals while others seem effortless to talk to? Can you recall a time when you met someone for the time and immediately felt a connection? There was something about that person that made you feel at ease.

One of the objectives of this training is to help participants understand how their communication skills impact others. We will also delve into how enhancing these skills can make it easier for them to foster relationships both in the workplace and in their lives.

Overview of the Course

At the beginning of the day, we will spend some time getting acquainted with participants and discussing what they can expect from this workshop. Students will also have an opportunity to identify their personal learning goals.

This one-day workshop aims to equip participants with the following abilities;

- Recognize common communication challenges that may hinder progress
- Develop questioning techniques
- Understand the verbal cues they convey to others
- Cultivate active and empathetic listening skills
- Strengthen their ability to handle difficult situations
- Assertively deal with challenging circumstances

Building Strong Relationships

In this session we will explore ten strategies, for fostering positive relationships, including utilizing uplifting messages.

Developing Our Self Awareness

Having confidence, in our ability to effectively express ourselves and maintain composure in situations is an asset in the workplace. In this session participants will engage in a self-confidence assessment. Then come together as a group to discuss strategies for enhancing their self-assurance.

The Basics of Communication

Throughout this session participants will take part in exercises aimed at identifying their communication strengths and weaknesses.

Overcoming Communication Barriers

After examining a real-life case study as a group participants will collaborate in groups to discuss common obstacles to effective communication. Additionally, they will engage in an exercise designed to cultivate mindfulness.

Mastering the Art of Asking Questions

This session will delve into the skills associated with questioning techniques (such as ended questions, closed ended questions and probing) through both lecture style instruction and paired exercises.

Enhancing Listening Skills

Through two quizzes and several group activities participants will actively work on honing their listening skills. We have also included two lectures, for the trainer's reference.

Understanding Non-Verbal Communication

To kick off the day the trainer will deliver a lecture exploring the significance of body language. Subsequently participants will engage in both group exercises and larger group activities to delve deeper into this concept.

Different Communication Styles

In this activity participants will have the chance to objectively examine the pros and cons of communication styles. We will explore both sides of dichotomies related to communication methods.

Developing a Positive Self Image

During this session we will delve into the impressions people form based on your appearance. Participants will further explore this idea by analyzing the pictures they gathered as part of a pre assignment. The session will conclude with a self-evaluation exercise.

Assumptions

This session aims to explore our frames of reference. The assumptions we tend to make. Additionally, participants will engage in an activity designed to enhance their ability to discuss communication concepts effortlessly.

Effective Workplace Techniques

In this session participants will gain insights into two elements of delivering a message; preparation and delivery methods.

Assertiveness Skills

How we perceive ourselves greatly influences our interactions with others. Through lectures case studies and discussions this session aims to uncover strategies, for improving self-image and effectively dealing with situations in a positive manner.

Wrapping Up the Workshop

At the end of the day's activities students will have an opportunity to ask questions and create an action plan tailored specifically for them.

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