

# Success *through* Effective Communication

**HRDF-SBL  
Scheme  
Claimable**



## Introduction

A 3-day workshop specially developed for individuals to learn the importance of being able to guide and control communication. The skills taught in this course include:

- ◇ Personal confidence even in difficult situations
- ◇ Confidence that one can communicate clearly
- ◇ The ability to continue communication despite interference and without tension
- ◇ Confidence that one can comfortably and without tension, listens to anything
- ◇ Confidence that one can pleasantly handle any questioning
- ◇ Confidence in being able to get a person who is reluctant to speak to go ahead and speak
- ◇ Confidence in detecting when someone is trying to get off the subject
- ◇ Confidence in getting your questions answered despite diversions
- ◇ Complete command of the skills of managing an upset that might occur

## Who Should Attend

- ⇒ Managers, Senior Executives, Executives, Others who want to enhance communication skills

## Course Content

- ⇒ Non-optimum behavior in communication
- ⇒ Workshop: Keys to effective communication
- ⇒ Thought, mind and body in communication
- ⇒ The formula of Communication
- ⇒ The art of sending a communication with intention
- ⇒ And 18 specific Communication Training Drills



**Duration : 3 days**



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