

Communication & Presentation Skills: 1 Day Workshop



OVERVIEW

Someone once said that communication is the knitting that holds the organisation together and therefore is vital to its success.

Likewise the skills necessary to present and sell your message whatever it is, is also vital to the business's success. Knowledge is not enough on its own - it is the successful transfer of that knowledge that will create the need in others to do business with you.

While to many, their greatest fear is having to give a presentation, the communication and presentation skills covered in this course will arm even the shyest of people to be better prepared and confident.

COURSE OUTLINE

Topics covered include:

- Communication requires care
- Connecting with people
- ABC's of constructive communication
- Understanding differences
- Profiling communication style and thought pattern
- 5 different communication styles
- Connecting with employees
- Planning communication
- Feedback steps
- Overview of presentation skills
- The presentation process

Tools and exercises will be provided so that you can practice the techniques and strategies covered in the course.