

The Importance of Communication

We are all part of a Communication Cycle.

How well do you Communicate in the Workplace?

Are you less than confident about your speaking and writing skills? Do you know what message(s) you send through non-verbal interaction, such as body language? Are you aware of what your body language is saying and how you are being interpreted by others; positively and/or negatively? Did you know these are also part of the Communication Cycle? Our Communication training is designed to assist individuals that want to refresh their business communication skills that include all forms of communication.

We will introduce you to new skills through a varieties of role plays, exercises and methods that are sure to demonstrate the importance of the communication cycle in the workplace. Behind every successful business/industry there is an efficient culture of communication. In order to become an effective communicator, you need to understand which part of the communication cycle involves you. You must know your audience in order to determine the appropriate approach to send your message. This course will feature many mechanisms where you will put your skills into practice. During this training you will participate in many group settings where you will develop, design, and present your message. The other part of the communication process is listening. In order to communicate, you also have to be an effective listener.

Upon successful completion of this training, you will have a clear path to being both an effective communicator and listener.

Contact **Partners In Progress** to determine which courses can assist you with building your new Business Communication Skills.

