



ADVANCED COMMUNICATION FOR MANAGERS

OVERVIEW

Many issues at workplace are due to lack of proper communication, especially for managers as the burden of keep the team motivated at work lies on them. So all the managers who desire to gain skills to communicate, discuss and debate intricate or controversial ideas in a clear and compelling way must be a part of our 'Advance Communication for Managers' programme.

WHAT YOU WILL LEARN

Module 1: Introduction to communication and public speaking

- Preparing the content and structure of your speech
- Adding power and strengths to your speech (stories, analogy, gesture, voice, props)
- Storytelling method
- Body language and mannerism

Module 2: Presentation Skills

- Preparing effective PPT
- Gaining the audience attention
- How to open and end your speech
- Making final preparation
- Dealing with the question and answer session
- Effective evaluation of speech

Module 3: Professional meeting

- Holding an effective meeting
- Review the meeting objectives effectively
- Ways to ensure the involvement of all the members

Module 4: Effective business writing

- Writing preparation
- Writing
- Revising and presenting your writing
- Feedback in the writing process
- Business writing in action

WHAT YOU WILL ACHIEVE

Upon the completion of this course, you will be able to:

- Harness your critical thinking skills.
- Learn strategies to successfully engage people in conversations.
- Better ways to deliver ideas with influence and impact.
- Shaping your skills in communicating to manage challenging relationships and problem solving.
- Using communication skills to maximize interpersonal relationships.
- Using communication skills to build partnerships and networks.

METHODOLOGY

Well-balanced theoretical and practical methodology, which includes interactive discussions, case studies, interactive activities/exercises and assignments to understand the concepts and their applicability

TRAINING FEE

USD 1,099 USD per person

Group Discount:

- *2-4 pax: 2.5%*
- *5-7 pax: 5%*
- *8-10 pax: 10%*
- *11-13 pax: 15%*
- *14-16 pax: 20%*

*****All prices are exclusive of VAT**

Fee Includes:

- **2-Day Training**
- **Working Lunches**
- **Nationally Recognized and Internationally Professional Certificate**
- **Training Materials (Soft Files)**
- **Basic Stationery**

***Note: all other expenses are to be borne by participants.**

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