

Duration 1 day

Timings 9:30 – 16:30

## Benefits

- Get your message across the first time, every time, therefore saving valuable time
- Keeping staff informed; stops rumours; increase commitment; clearer direction; expectations are set
- Making your employees feel involved and empowered can lead to higher productivity and reduced recruitment costs

## Course Description

This one day course will highlight the importance of effective communications in an organisation; why it is essential to keep staff informed on important and routine business matters.

To be effective in business, you have to communicate well. To be a good manager, you have to have exceptional communicate skills.

Packed with practical tips to ensure you achieve positive outcomes no matter what the circumstance, event or individual. A powerful approach with plenty of exercises that will engage and inspire you.

## Course Content

- The importance of communication
- Be heard, understood and remembered
- Benefits of keeping staff informed
- The effect on staff, team and organisation when we fail to communicate or to communicate effectively
- Use of different delivery methods to do away with tedious routine meetings

## Pre Course Requisites

There are no pre-requisites for this course.

To get the best out of the course, complete our pre-course questionnaire. This will give us a good understanding of why you are doing the training what your expectation are.