

Communicate!

Duration: 1 Day

Introduction

If you wish to develop powerful communication techniques and strategies, this workshop will enable you to explore, practice, and perfect the skills of becoming an outstanding communicator. From interpersonal communications, to influencing larger groups during negotiations, and meetings, you will be exposed to dozens of ways to dramatically improve your communication effectiveness.

Course Aim

The quality of your outgoing communication dictates the response you get! This workshop aims to help you to recognise the elements of effective communication and develop the skills to deliver clear, concise and powerful messages.

Learning Objectives

During this workshop you will begin to develop skills that with practice will enable you to:

- ✿ Assess the positive and limited aspects of using your preferred communication style
- ✿ Understand the role of memory and how it affects our ability to remember messages
- ✿ Communicate messages that are memorable
- ✿ Recognise the importance of timing when communicating messages and time those messages for maximum effect
- ✿ Recognise the roles of power and influence in communications
- ✿ Demonstrate how to maximize ownership and commitment to your message
- ✿ Develop communication techniques that influence and engage people

Method & Approach

The programme is highly participative and consists of group discussion, case study and interactive activities. Participants will receive constructive feedback to allow them to develop their ability to communicate with confidence.

Course Content

- ✿ Identifying the core purpose and content of communications
- ✿ Recognising the barriers to effective communications
- ✿ Appealing to a range of senses & emotions when communicating
- ✿ Effective questioning techniques
- ✿ There is more to listening than you might have heard!
- ✿ Word Power - How to use different styles and patterns of language
- ✿ Structuring your message and clarifying expectations
- ✿ Recognising the importance of timing when communicating messages
- ✿ Engaging others – establishing a two way dialogue
- ✿ Understanding the role of memory and how it affects message retention
- ✿ Understanding the roles of power and influence in communications
- ✿ Developing communication techniques that influence and engage people
- ✿ How to maximize ownership and commitment to your message
- ✿ Winning without words - Create rapport through positive use of body language
- ✿ Recognise the effect of beliefs and values within communication