

COMMUNICATION SKILLS

Communication is the art of being understood and of understanding others. This workshop is ideal if you would like to review and develop your communication style to enhance your interpersonal relationships and ability to present a clear and positive message.

You will gain skills to communicate clearly and confidently and achieve your objectives through effective communication back in your workplace.

Do I need any experience?

No. Our trainers have designed the workshop to give you all the information and training you need to develop your skills.

What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

What will I gain from this course?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance and easy to follow handouts.

For further information on this and other workshops and qualifications and possible funding opportunities, please use the contact details below.



What will I learn on this course?

This workshop will cover:

- > Why we communicate
- > Methods of communication including
 - > Verbal
 - > Non-Verbal
 - > Body Language
 - > Written
 - > Email
- > Communication barriers
- > Listening Skills
- > Presentations and meetings

What are the specific details?

Price	£175.00
Duration	One day

For the latest course information including dates, please visit our website and select 'Our Training' from the top right of the page:

www.northbrook.ac.uk/BusinessSolutions

How do I enrol or get further information?

For further information, or enrolment, please contact the Business Solutions @ Northbrook team on:

☎ (01903) 606 114

✉ business.solutions@nbcoll.ac.uk

🌐 www.northbrook.ac.uk/BusinessSolutions

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