

WEBINAR: Effective Communication Skills



Overview

Communication is perhaps the most common human behavior. From birth till death, we keep on communicating. Talking is the most pervasive form of communication, hence, it is the most widely known.

Actually, communication has varied forms. Talking is one form. Listening is another form. Smiling, nodding, yawning, frowning, staring are all forms of communication. To communicate is easy, but to communicate effectively is not that easy. Are you in search for new ways to communicate to your co-workers and employees, increase your productivity, and advance your career? Are you communicating to make the right visual, vocal, and verbal impact? This program is filled with information to become a better communicator. Nothing can be achieved without the combined cooperation, commitment, and action of people. Since most of our day (about 80%) is spent communicating, why not communicate with clarity, authority and power?

The webinar covers developing communication skills that will increase your effectiveness in communicating and will help foster collaborative relationships in the workplace. This includes positively influencing others and developing skills to become flexible in your actions, thoughts, and feelings to better handle any situation.

Objectives

- To improve one's ability to accurately and clearly transmit his/her message to the intended audience in the most effective and acceptable manner possible.
- To better understand messages from other persons.
- To see actual applications of the principles of effective communication.

Who Should Participate

- Professionals
- Administrators, supervisors, and managers
- Those in charge of the customer service
- Those who want to improve their communication skills

Key Topics

- I. The 4 basic elements of communication
- II. Effects of communication
- III. The communication process
- IV. Types of communication
- V. Communication barriers
- VI. Principles of Effective Communication

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Duration

- 3 hours

Webinar Fee

- Php 1,750.00 per participant (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event

Requirements

- Mobile phone, tablet, computer or laptop
- Download free ZOOM app
- Internet connection
- Good audio connection

Reservation

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