

COMMUNICATION



COMMUNICATION

HELPING YOUR PEOPLE POWER UP THEIR COMMUNICATION

- Asking for What You Want
- Assertiveness Part 1
- Assertiveness Part 2
- Body Language
- Building Positive Relationships
- Challenging Conversations
- Collaborating With Others
- Communication Skills
- Controlling Conversations
- Dealing With 'Difficult' People
- Developing a Presentation
- Digital Communication
- Facilitation Skills (2 hours)
- Handling Internal Politics
- Influencing
- Introduction to NLP
- Negotiation Part 1
- Negotiation Part 2
- Networking
- Powerful Persuasion
- Power Up Your Communication
- Presentation Delivery Skills (2hrs)
- Stay Safe (Look out for safety)
- Storytelling with Data

WRITTEN COMMUNICATION

- Effective Email
- Essential Business Grammar
- Essential Business Punctuation
- Writing Agendas & Minutes
- Writing for Results
- Writing Great Reports
- Writing Persuasively
- Writing a Professional CV
- Writing Readable Documents

All courses are available in both Virtual & Face-to-Face formats