



TRAINING THAT DEVELOPS
REAL CAPABILITY



**Communication Essentials in the
Workplace**

LPD028

Communication Essentials in the Workplace

Communication Skills are highly valued in the workplace. The acquisition of these skills is a life-long process, and central to personal, social and professional development and fulfillment. In this program you will explore the makeup of communication, assess your own communication skills and practice techniques to help improve and develop better understanding and meaning in the workplace.

Duration & Price

Duration: 1-2 days

Delivery mode: This programme is available In-Company

Dates & Locations

In-Company training programmes are customised for your organisations specific needs. Most In-Company training is now delivered virtually.

In-Company Training

Please [contact us](#) for more information on our In-Company training options

What's covered?

- What is communication?
- Types of communication - Business and Personal
- Communication cycle and its application
- How do I successfully communicate – what am I saying?
- Core communication skills - listening and asking effective questions
- Skills practice
- Technology and its role in effective communication

Who should participate?

Anyone who has an interest in developing their overall communication skills within or outside of the workplace.

What will I learn?

Participants achieve the following learning outcomes from the programme;

- Develop an awareness of the essential role played by communication in human interaction
- Acquire a deeper understanding of the communication skills relevant to professional and personal development
- Understand the different ways in which we communicate using words, tone and body language
- Acquire the skills and confidence to convey and interpret meaning, verbally, visually and in writing
- Explore the use of modern communication and information technology, and its application in personal and professional life.

How do we train and support you?

Building on over 40 years combined experience in human resource learning and development, the tutor utilises an experiential learning approach to their programmes. This methodology of learning provides an opportunity for learners to engage with, experience and apply the learning in a practical way and also provides the opportunity for learners to receive feedback on their newly applied skills. The opportunity is also provided to learners to reflect on the full learning experience and how this might be of value to them in the achievement of their learning goals.

To assist and continue with skills development, we facilitate via email a post learning reflective practice utilising skills practice sessions recorded during the course. This assists delegates in embedding new learning, gives further support and enables them to define any further actions required.

This program offers one to one or group coaching as an additional element to further support the delegate and embed the learning process.

Tutors



Gina Ryan
[View Profile](#)

What Our Learners Say

We believe in excellence through transparency and continuous improvement. That's why we invite all our delegates to share their experiences on [CourseCheck.com](https://www.coursecheck.com), an independent platform dedicated to genuine, unfiltered feedback. Learner insights help us not only to enhance our training programmes but also empower potential learners to make informed decisions. Click on the link below to read firsthand experiences and testimonials from past learners.



[Click Here](#)



TRAINING THAT DEVELOPS *REAL CAPABILITY*

SQT provide a unique combination of high quality, accredited, practical training delivered by leading industry experts and supported by the most up to date learning technology and tools

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