



# Mastering Effective Communication Skills

**Title: Mastering Effective Communication Skills**

**A 7-Week Online Training Program**

**Price: \$1,977.50(incl HST)**

**Description:**

**"Mastering Effective Communication Skills." This course is designed to equip participants with the essential skills and techniques needed to enhance communication within teams and foster stronger relationships. Over seven weeks, you will delve into various aspects of communication, including active listening, clear expression, and effective collaboration, enabling you to become a more proficient communicator and a better listener.**

**Week 1: Foundations of Effective Communication**

- **Session 1: Understanding the Importance of Communication in Relationships**
- **Session 2: Elements of Clear and Effective Communication**
- **Session 3: Barriers to Communication and How to Overcome Them**

**Week 2: Active Listening Skills**

- **Session 1: The Art of Active Listening**
- **Session 2: Techniques for Improving Listening Skills**
- **Session 3: Empathetic Listening and Understanding Nonverbal Cues**

**Week 3: Verbal Communication Strategies**

- **Session 1: Assertive Communication Techniques**
- **Session 2: Constructive Feedback and Communication**
- **Session 3: Communicating with Different Personality Types**

**Week 4: Written Communication Excellence**

- **Session 1: Writing Clear and Concise Emails**
- **Session 2: Crafting Effective Business Documents**
- **Session 3: Professional Communication in Digital Platforms**



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## Week 5: Interpersonal Communication Dynamics

- Session 1: Building Trust and Rapport in Communication
- Session 2: Conflict Resolution Strategies
- Session 3: Navigating Difficult Conversations with Tact and Diplomacy

## Week 6: Collaborative Communication in Teams

- Session 1: Effective Team Communication Strategies
- Session 2: Establishing Clear Goals and Expectations
- Session 3: Enhancing Team Dynamics through Open Communication

## Week 7: Putting Communication Skills into Practice

- Session 1: Role-Playing Exercises and Simulations
- Session 2: Real-Life Case Studies and Scenarios
- Session 3: Developing Personalized Communication Improvement Plans

Throughout the program, participants will engage in interactive learning sessions, self-assessment exercises, and group discussions to reinforce learning and apply communication skills in real-world scenarios. By the end of the training, participants will have the tools and techniques necessary to enhance communication within their teams, foster stronger relationships, and achieve greater success in their professional and personal lives.

Join us on this transformative journey to master effective communication skills and unlock the full potential of collaborative relationships.