

Business Communication

Theory and Practical
1Day



Content Outline

Topics for discussion

- 01 Course Overview
- 02 Course Content
- 03 Awarded By
- 04 Financial Options



Course Overview

Communication is key in any organisation. Whether it be a small business or a large public company, communication is one of the first things they look for. Whether it is internal communication within departments or external communication with potential clients, it's an area which can prevent you from achieving success.

This course is focused to help delegates to understand the importance of adapting their own communication style to their audience and will focus on creating a framework to deal with challenging conversations within the business.



Course Content



Course content will be:

- Understanding the different mediums of communicating.
- How to communicate effectively and professionally within the business environment.
- Understanding the communication cycle within a business.
- Tough conversations-how to plan for a positive outcome.
- Understanding your own communication preference and being able to adapt to your audience.
- How different personalities like to receive and communicate information.
- Creating a trusted and action focused communication style.
- How to structure your written and verbal communication to maximise impact.



Awarded by

Course Completion Certificate awarded by Acudemy.

ARE ANY FINANCIAL OPTIONS PROVIDED?

- Further discounts for upfront payment.
- Instalments also available.



Questions or comments?

Get in touch!

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