

EFFECTIVE BUSINESS COMMUNICATION TRAINING

Date	Time	Duration	Venue	CPD	Cost (EXcl. VAT)
9th - 10th Jun, 2022	08:30 AM-11:30 AM	2 Day(s)	Webinar, Zoom	2	3,000.00

Course Overview

Course Objectives

By the end of this program, participants will be able to;

- The Communication Process
- Barriers of Effective Communication
- Steps of Monroe's Motivated Sequence
- Questioning Techniques
- Role of Active Listening in communication
- Role of Body Language in Communication
- Method of Writing Effective Emails
- AIDA: Attention-Interest-Desire-Action Tool

Target Groups

This training is suitable to a wide range of professionals but will greatly benefit;

- Managers and supervisors responsible for team performance.
- Business leaders seeking to enhance organizational effectiveness.

Video Link(s)

Module Title	Video Link
--------------	------------

Den PN Gathitu

CHRP. Den PN Gathitu

Secretary General

Academy of Certified Human Resource Professionals