

BUSINESS COMMUNICATION SKILL

(Catalyst Corporate Consulting)

Are you achieving the business results and your company need to succeed today? As a manager or sales representative you spend a lot of your time with people, working hard to jointly achieve set goals. To this end, you not only need to make use of your teams strengths, but you also need to communicate properly to all team members

How well do your managers communicate with their staff? Do they say what they mean and mean what they say? Do they use the same old methods to communicate with staff and customers despite changes in circumstances? How much time do you spend dealing with problems due to poor verbal and/or written communication?

This Catalyst training Communication Skills will help managers and sales representatives to develop high level communication skills to use with staff, colleagues, and customers. The effect of this on your business will be increased efficiency and productivity as well as improved relationships within the company and with customers.

TARGET GROUP

Managers and employees who need to improve on their verbal and written skills of communication and managers who wish to vary their communication style.

TRAINING METHODOLOGY

The training course consists of a continuous sequence of discussions, interaction and practical exercises. Training will be concluded by individual Action Planning to transfer the learning to the work place so as to measure the impact of training on performance and business results.

TRAINING OBJECTIVES

Following this intensive training courses you will achieve these important competencies and you will be able to:

- Managers who attend this training will gain insight into areas of communication where they need to improve and will be given the opportunity to practice various skills and styles of communication in a variety of work-related settings/
- Participants will leave this training ready to demonstrate a range of verbal and written communication skills as well as the ability to adapt their styles of communicating to fit the situation.

DURATION

Consecutive two day