



COMMUNICATION SKILLS

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About the Programme

Communication, verbal and nonverbal, forms an integral part of day-to-day business. The purpose of this course is to develop effective communication abilities in various business settings. This will allow individual participants the opportunity to improve their interpersonal, professional, and public communication skills.

Attendees will actively be guided in using interpersonal skills, including presentation skills, to maximize performance and ultimately increase relationships and results.



Course Topics Basic

- Introduction, importance, and Elements of Communication
- Forms of communication (verbal, nonverbal communication, written communication)
- Written communication
- Interpersonal skills
- Presentation skills
- Ethical and cross-cultural communication
- Group communication and relationship
- Persuasive communication (understanding the audience needs "reading the room")

Course Overview

Programme: Communication Skills

Audience: All

Duration: 2 Day

Delivery Methods: VILT / Classroom (face-to-face)

Pre-requisites: Basic English

Accreditation: On Request

Certificate: IDM Certificate of Completion

Programme Type: Public / In-company

Minimum Participants: Five (5)

Investment: R5400.00 excl. VAT



Contact Us

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