PROFESSIONAL DEVELOPMENT TRAINING

3158 3955

REQUEST QUOTE

1.0 DAY COURSE

Communication Skills Training

Good communication skills are crucial for success in business. In this PD Training Singapore Communication Skills training course, you'll discover things like how different personality types influence communication, what your communication preferences are and how to recognize the preferences of others.

Whether you want to improve your workplace or personal relationships, you'll learn strategies for communicating effectively and overcoming common barriers. You will practice listening, speaking and questioning skills and explore the importance of understanding body language.

This course also teaches you how to adjust your communication approach so your message is well received by others. If you have ever wanted to communicate with more clarity and impact, in any of your relationships, then this course was designed for you.

This engaging and highly practical training course is available now throughout Singapore.

This Communication Skills training course can be delivered at your premises anywhere in Singapore by one of our expert local or international trainers.

Contact us today for a group quote.

What You'll Gain:

This communications skills training course in Singapore helps people communicate appropriately and clearly in any situation. This is a great course for everyone as the benefits can have a positive effect on every aspect of your life.

Learn to understand how you communicate, how others communicate and how to adjust your communication style to meet their needs. Discover how effective communication is greatly improved by understanding communication preferences based on personality type and learn how to overcome some common obstacles to effective communication.

This interpersonal Communication Skills training course will ensure that your colleagues, friends and family will receive your message clearly, which should improve your workplace

relationships as well as your personal relationships in general. If you have never completed a communications course of this type, you are missing out on understanding some of the most fundamental concepts that will have a profound effect on your success in the workplace and life in general.

Outcomes

In this course participants will:

- Gain insight into their personality type and communication preferences, using our proprietary profiling tool
- Learn to recognize other people's personality types and communication preferences
- Learn to adjust your own communication approach based on need and situation
- Understand barriers to effective communication and how to overcome them
- Learn how to effectively utilize tone
- Master the S.T.A.R. method for speaking on the spot
- Learn to use body language appropriately
- Learn to listen actively and effectively
- Gain insight into asking open questions
- Become a more effective communicator through the use and application of practical tools

Modules

Lesson 1: The Changing Landscape of Communication

- What has changed about how we communicate

Lesson 2: Your Personal Style and Communication

- REACH Profile
- Personal Style Markers
- Communicating when Stressed
- Activity: Communication when Stressed

Lesson 3: Principles of Effective Communication

- Intent and Audience
- Which Medium?
- 3C-S Framework

Lesson 4: Verbal and Non-Verbal Communication

- Mehrabian Silent Messages
- Paraverbal Communication

- Quadrant of Cognitive Explanatory Styles
- Ask Powerful Questions

Lesson 5: Communicating with Impact

- Presenting Ideas Clearly and Persuasively

Lesson 6: Written Communication

- Writing Principles
- Concise Word Use
- Tone
- AI Assisted Writing Tools

Lesson 7: Communicating in Difficult Conversations

- What makes Conversations Difficult?
- Structuring a Conversation

Talk to our expert team

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