



# Revolution

## Learning and Development

### Course Overview

# Communication Skills

## Course Aims

In this session we look at the different methods of communication how to select the best method, as well as using the Transactional Analysis theory to understand how we should communicate face to face.

### **By the end of the session, attendees will:**

- Understand the advantages and disadvantages of the different methods of communication available
- Know why choosing the correct method of communication for the message is vitally important
- Know why communication breaks down, and the skills required to ensure communication is effective
- Be able to demonstrate reactions and behaviours associated with communication.

## Course Content

- The advantages and disadvantages of different methods of communication
- Why communication breaks down and how to avoid barriers
- Personality Profiling and Communication Styles
- Holding effective meetings and one to ones
- Evaluating the success of your communication

## Course Benefits

Being able to communicate more effectively will enable you to get your message across quicker saving time and effort. Being able to engage people in conversation builds trust and confidence meaning they buy into you and your ideas making it easier to influence.

## Who Should Attend?

Anyone who is looking to develop communication skills and communicates with a range of people on a day to day basis.

## Price

Open Workshop - £299 inc VAT per person. 1 day workshop including lunch and a delegate workbook.

Delivered to your organisation – Contact us to talk about your requirements and for a no obligation quote.

## Session Breakdown

### Why Improve Communication Skills

- Looking at why it is important to improve/change the way we communicate in life and in business

### Methods of Communication

- What are the different methods or channels of communication available to you
- What are the pro's and cons of each method
- How to choose the best method for what you want to communicate

### Communication Skills

- What are the skills required to communicate effectively?
- What to consider when communicating
- The Communication Cycle
- Questioning and Listening

### Communication Theory

- Using personality profiles to understand different styles of communication
- How to communicate to the different styles and how to influence the different styles

### Meetings

- How to structure a meeting to best get your message across
- Dealing with different behaviours in meeting

## Course Information

This is a **one day** training event that Revolution Learning and Development deliver on an open basis at locations across the UK. We can also deliver this event at or in close proximity to your organisation if this is required.

If you chose to have us deliver this specifically for your organisation, we can make this more bespoke to your needs.

The cost of our open courses includes the learning materials, refreshments during the day and lunch.

To see prices and when and where we are next running this event or to book, visit our website [www.revolutionlearning.net](http://www.revolutionlearning.net) or call us on 03333 444 575.

Or, to discuss your individual needs, email [contact@revolutionlearning.net](mailto:contact@revolutionlearning.net) or call us on the number above.

Booking terms and conditions are available on our website.