



# Communication Skills Training Course

# About This Course

## Communication Skills Training Course



**Do you want to be able to communicate with impact and ensure that your message is received and understood?**

Our Communication Skills Training Course will provide you with the skills to improve your interpersonal skills and communicate more effectively.

Our Communication Skills training course is delivered as an open course in 21 locations across the UK and Ireland, online or at your business location.

We deliver the course as a face to face course and a live virtual online course.



# The Course Aim & Objectives

Here's what you will learn on our communication skills course



## Course Aim

Our communication skills course will provide lots of tips and ideas to help you adapt your style of communication to get your message across to others. We'll show you how to build better relationships and use a range of communication methods.

## Course Objectives

By attending this Communication Skills training course you 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.

# The Course Content

Here's what we cover in our communication skills course



## Why Improve Communication Skills

- Looking at why it is important to improve/change the way you 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 Barriers

- What are the common barriers that stop communication from being effective?
- How to spot a barrier
- How to reduce the impact the barrier has on communication or, better still, remove the barrier altogether

## Communication Theory

- Understanding Transactional Analysis and how to use it to communicate more effectively

## Meetings

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

# Delivery Options

How we deliver our communication skills course



## Open Training Course

Delivered as a scheduled open training course at 21 locations across the UK and Ireland and as an online training course.

**In-person:** £279.00 + VAT / €339.00

**Online:** £215.00 + VAT / €239.00

Price per delegate.



## In-House

Delivered at your business location or a location of your choice anywhere in the UK, Ireland, across Europe or online.

We can adapt the course content to meet your specific needs and those of your team.

Contact us for a quote.

# Open Course Locations

Here's where we deliver our open training courses



**Belfast**

**Birmingham**

**Bristol**

**Cardiff**

**Chelmsford**

**Cork**

**Dublin**

**Edinburgh**

**Glasgow**

**Leeds**

**Leicester**

**Liverpool**

**London**

**Manchester**

**Milton Keynes**

**Newcastle**

**Norwich**

**Nottingham**

**Reading**

**Sheffield**

**Southampton**



# In-House Delivery

Train your team. Train your entire company



**We can deliver our communication skills training course just for your team or organisation.**

1

## **Start with an off-the shelf course**

We'll use the content in the overview as a starting point

2

## **Understanding your needs**

We'll work with you to agree what outcomes you want from the course

3

## **Making it yours**

We will shape the content to ensure the course meets your requirements

4

## **Delivering the skills**

We then deliver the course that we've agreed either in-person or online

## **Make it even more bespoke**

We can completely redesign the course to meet you needs. Just tell us what you need, and we can put a no obligation proposal together for you.

# Online Training Course

Fun, engaging and interactive – delivered online



**Our communication skills course can be delivered as a virtual online course.**



**The same great content reimagined for the online environment.**

- ✓ Our open training courses are delivered using Zoom
- ✓ When delivered in-house, we can use the platform you are most comfortable with
- ✓ Re-designed sessions to allow for interactivity and engagement in the online environment
- ✓ The same fun, engaging and down to earth approach
- ✓ Join your course from anywhere



# About Us

Here's a bit about us and what we do



## We are Revolution Learning and Development

**We are a leading learning and development consultancy based in the UK. We provide our services across the UK, Ireland and Europe.**

- ✓ We deliver fun, engaging and down to earth training courses in-person and online
- ✓ Over 20 years of training experience
- ✓ Incredibly cost effective and a real focus on return on investment
- ✓ 92% of our clients rebook us for further training and development
- ✓ Flexible training and development solutions

# Let's Talk

We're here to help



If you have any questions about our communication skills course or would like a quote for an in-house course, then just get in touch.

## Call Us:

UK: 03333 444575

ROI: 015549779

## Email Us:

[hello@revolutionlearning.com](mailto:hello@revolutionlearning.com)

## Visit Us:

UK: <https://www.revolutionlearning.co.uk>

ROI: <https://www.revolutionlearning.ie>

EU: <https://www.revolutionlearning.com>