



Effective Workplace Communication Skills

Have you ever felt the messages you convey are not communicated properly? A good communicator needs to be equipped with habits for good communication skills, as this is what will make you a happy & successful social being. In order to develop these habits, you need to first acknowledge the fact that communication skills need an improvement from time to time. This workshop aims to develop the skills necessary for successful communication in the current workplace environment.

Objectives

At the end of programme, participants should be able to:

- **Learn the strategies for communicating your message clearly in the workplace**
- **Understand the different workplace communication styles and learn how to adapt to others**
- **Explore various approaches to removing workplace communication barriers**
- **Communicate with greater confidence with different people at work**
- **Demonstrate active listening skills to build better workplace relationships**

Outline

1. Communicating and You
2. Communication Styles
3. Barriers to Communication
4. Listening
5. Voice Elements in Communication

Who Should Attend

Anyone who wants to get the most out of their interactions with staff, colleagues and clients

Seminar Details

Date	: Monday, 17 June 2019
Duration/Time	: 3 hrs/ 2pm to 5pm
Venue	: Hotel Grand Pacific
Net Fee Payable	: \$214.00 (incl. GST\$14)

Fee includes handouts & teabreak.
No refund for cancellation but a replacement will be accepted.

Enroll Now

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