



COMMUNICATION SKILLS

COMMUNICATING WITH CONFIDENCE

Great leaders understand that the ability to communicate effectively and concisely is essential to achieving results. The Communicating with Confidence workshop is a 2 day session that focuses on the strategies, skills and mindset required to communicate and present effectively. Participants will focus on the communication and delivery skills required to engage, control and inspire an audience.

OUTCOMES

The participants of the Communicating with Confidence workshop will:

- Develop a clear approach to effectively communicate with external stakeholders, internal stakeholders, senior management, peers, direct reports and others within the workplace
- Gain insight into group and individual dynamics
- Understand behaviour styles, learn strategies to modify their message and flex their personal style to improve communication
- Establish clear objectives for any communication or presentation
- Understand the need to make messages clear, concise and relevant to the audience
- Learn the importance of planning, structure, delivery skills and personal mindset to achieve outstanding results
- Learn to select and create the most effective visual aids and training materials
- Have tactics to create a powerful personal presence, which conveys confidence and subject matter expertise
- Learn how to create presentations and training sessions within limited time constraints

Maximum attendance is 10 participants. Video recording is an integral part of this workshop.