



Professional Communication Workshop

Do you struggle with communicating with your employer, fellow team members or clients in the workplace? Looking to gain more confidence when networking with others? This four-day workshop focuses on the most important attitudes, skills, and knowledge for communicating clearly and confidently in the workplace. Topics include: informal and formal introductions, asking for and giving directions, making requests, demonstrating clear, confident verbal and non-verbal communication.

PARTICIPATION CERTIFICATE UPON COMPLETION

Modules

- Six Principles of Communication
- The Power of Questions
- Active Listening
- Understanding Non-Verbal Communication
- Call Control Techniques
- Getting Organized
- Planning and Scheduling
- And much, much more!

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