Communication - Creating great results or frustration?

Effective communication is the key to building great teams and great results.

Symptoms

- Lost Productivity
- Increased Error Rate
- Missed Deadlines
- Confused Over Expectations
- Loss of Trust
- Poor Morale
- Tactless Emails
- Frustration
- Anger
- Silence
- Verbal Diarrhoea
- Back-biting

The Cure

- Understanding of a basic communication model
- Identify basic communication barriers
- Analyse an audience relevant to your role
- Analyse a topic or theme and identify the key points for communication
- Tailor the communication style and medium to suit an audience
- Present a message effectively in both oral and written form
- Confirm the audience has understood the key points of the communication
- Listen effectively and verify that they have correctly understood feedback from the audience
- Effectively resolve any misunderstandings in both the conveyed message and the feedback.

The Solution

A carefully created communication development program from Flexible Business Learning is the solution.

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One Day Program

• Healthy Communications Level 1

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