

# Communication Skills

## Course Overview

How to convey information to another effectively and efficiently?

Communication Skills training is presented to individuals aiming to acquire an idea why they find it easier to communicate with some people more than others and what is the optimal communication strategies that enhance their understanding and verbal communication with others.

## Course Outline

- Introduction to Communication Skills
  - What is communication
  - Communication process
- Perspectives in Communication
  - Visual perception
  - Language
- Elements of Communication
  - Tone of voice
  - Body language
  - Verbal communication
- Communication Styles
- Basic Listening Skills
  - Self-awareness
  - Active listening
- Determine your and others people personality type

## Learning Objectives

After completing this course, participants will be able to:

- State the communication elements and process
- Identify his/her own communication style
- Implement the basis listening skills
- Enhance quality of relationship and productivity

**Who Should Attend:** Any person who interacts with others in the work place

**Course Duration:** Two days from 9:00AM to 3:00PM

**Registration Deadline:** One week before the course date

## Course Fees

- 1900 EGP (Registration is confirmed only upon payment)
- Fees include materials and attendance certificate
- Complimentary coffee breaks and light lunch

**Course Venue**

Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

**For Registration**

- Logon to [www.topbusiness-hr.com/Course\\_Register](http://www.topbusiness-hr.com/Course_Register) to fill a registration form. Alternatively you can request a registration form by mail from: [training@topbusiness-hr.com](mailto:training@topbusiness-hr.com).
- Payment should be made one week prior to course.
- Payment by cheque in Top Business's name or cash to our address.

**For More Information**

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