



Advanced Influence: Communication & Relationship Mastery



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Course Overview:

The "Business Communication Skills" course is designed to enhance interpersonal communication, communication strategy, and leadership communication skills in the corporate environment. This comprehensive training program offers a deep understanding of communication concepts and practical techniques that can be applied across departments and industries.

Target Audience:

- Managers and team leaders seeking to improve their communication skills for effective leadership
- Project managers looking to enhance communication strategies and interpersonal skills
- Professionals aiming to develop strong communication and interpersonal skills in the workplace
- Executives and leaders want to refine their communication style to drive organizational success
- Individuals interested in advancing their career by mastering business communication

Targeted Organizational Departments:

- Leadership and management teams
- Project management teams
- Cross-functional departments
- Human resources and talent development

Targeted Industries:

- Technology and IT
- Financial services
- Healthcare and pharmaceuticals
- Consulting and professional services
- Manufacturing and engineering

Course Offerings:

By the end of this course, participants will be able to:

- Apply effective interpersonal communication strategies to foster trust and alignment within teams.
- Develop and implement a communication strategy that aligns with organizational goals and leadership objectives.
- Enhance leadership communication skills to inspire and motivate teams in high-pressure environments.
- Navigate interdepartmental communication challenges and foster collaboration between departments.
- Utilize emotional intelligence in communication to manage conflicts and build stronger relationships.
- Manage crisis communication effectively and maintain stakeholder trust during organizational shifts.

Training Methodology:

The course employs a dynamic approach, combining interactive sessions, case studies, group work, and feedback sessions. Participants will engage in practical exercises to reinforce learning and develop their communication skills. The training will also provide opportunities for self-reflection and review to ensure continuous improvement.

Course Toolbox:

- Comprehensive course with practical exercises and reference materials
- Reading materials and recommended resources for further learning
- Online communication tools and platforms to support interactive sessions
- Templates and checklists for effective communication planning and execution

Course Agenda:

Day 1: Understanding Business Communication

- **Topic 1:** Defining business communication
- **Topic 2:** Importance of effective communication in the workplace
- **Topic 3:** Different types of business communication
- **Topic 4:** Communication barriers and how to overcome them
- **Reflection & Review:** Consolidating Key Learnings on Understanding Business Communication



Day 2: Writing Skills for Business Communication

- **Topic 1:** Writing emails, memos, and business letters
- **Topic 2:** Writing effective reports and proposals
- **Topic 3:** Developing a writing style for business communication
- **Topic 4:** Proofreading and editing
- **Reflection & Review:** Integrating Writing Skills for Business Communication

Day 3: Oral Communication Skills - Technology and Communication

- **Topic 1:** Public speaking and delivering presentations
- **Topic 2:** Effective listening and feedback
- **Topic 3:** Nonverbal communication
- **Topic 4:** Communication in meetings
- **Topic 5:** Advantages and disadvantages of different communication technologies
- **Topic 6:** Using social media for business communication
- **Topic 7:** Teleconferencing and videoconferencing
- **Topic 8:** Email etiquette and security
- **Reflection & Review:** Assessing Oral Communication Skills and Technology in Communication

Day 4: Intercultural Communication - Ethics in Business Communication

- **Topic 1:** Understanding cultural differences in communication
- **Topic 2:** Avoiding stereotypes and biases
- **Topic 3:** Nonverbal communication across cultures
- **Topic 4:** Building relationships with international partners and clients
- **Topic 5:** Ethical communication practices
- **Topic 6:** Confidentiality and privacy in communication
- **Topic 7:** Legal considerations in business communication
- **Topic 8:** Handling sensitive information and conflicts
- **Reflection & Review:** Evaluating Intercultural Communication and Ethics in Business Communication



Day 5: Communication, Leadership, and Change Management

- **Topic 1:** Communication as a leadership skill
- **Topic 2:** Motivating and inspiring others through communication
- **Topic 3:** Resolving conflicts and negotiating effectively
- **Topic 4:** Managing a diverse team through effective communication
- **Topic 5:** Communication strategies for managing change
- **Topic 6:** Communicating during a crisis or emergency
- **Topic 7:** Managing resistance to change through effective communication
- **Topic 8:** Building a Culture of Communication and Innovation
- **Reflection & Review:** Consolidating Course Learnings and Action Planning for Continued Communication Growth

How This Course is Different from Other Communication Courses:

Unlike traditional communication courses, "Business Communication Skills" goes beyond the basics of business communication. It covers a wide range of essential topics, including understanding cultural differences, ethics in business communication, oral communication skills, and the integration of technology. Additionally, the course emphasizes the role of communication in leadership and change management, equipping participants with the skills to inspire, motivate, and navigate through organizational transformation. By combining these diverse areas, this course offers a comprehensive and unique approach to mastering business communication skills.

Training Course Categories



Agile PM and Project Management Training Courses



Certified Courses By International Bodies



Communication & Public Relations Training Courses

Communication and Public Relations Training Courses



Data Analytics Training and Data Science Courses



Environment & Sustainability Training Courses



Finance and Accounting Training Courses



Governance, Risk and Compliance Training Courses



HR TRAINING & DEVELOPMENT

Human Resources Training and Development Courses



IT Security Training & IT Training Courses



Leadership and Management Training Courses



PROCUREMENT LEGAL TRAINING CONTRACTING COURSES

Legal Training, Procurement and Contracting Courses



Maintenance Training and Engineering Training Courses

Training Course Categories



Marketing, Customer Relations, and Sales Courses



Occupational Health, Safety and Security Training Courses



Personal & Self-Development Training Courses



Quality and Operations Management Training Courses



Secretarial and Administration Training Courses



Training Cities



Abu Dhabi - UAE



Accra - Ghana



Al Jubail - Saudi Arabia



Amman - Jordan



Amsterdam - Netherlands



Athens - Greece



Baku - Azerbaijan



Bali - Indonesia



Bangkok - Thailand



Barcelona - Spain



Berlin - Germany



Cairo - Egypt



Cape town - South Africa



Casablanca - Morocco



Chicago - USA



Doha - Qatar



Training Cities



Dubai - UAE



Frankfurt - Germany



Geneva - Switzerland



Istanbul - Turkey



Jakarta - Indonesia



Johannesburg - South Africa



Kuala Lumpur - Malaysia



Kuwait - Kuwait



Langkawi - Malaysia



Lisbon - Portugal



London - UK



Madrid - Spain



Manama - Bahrain



Marbella - Spain



Milan - Italy



Montreux - Switzerland



Training Cities



Munich - Germany



Muscat - Oman



Nairobi - Kenya



Nice - France



Paris - France



Phuket - Thailand



Porto - Portugal



Prague - Czech Republic



Riyadh - Saudi Arabia



Rome - Italy



San Diego - USA



Seoul - South Korea



Sharm El-Sheikh - Egypt



Singapore - Singapore



Tashkent - Uzbekistan



Tbilisi - Georgia



Training Cities



Tokyo - Japan



Toronto - Canada



Trabzon - Turkey



Vienna - Austria



Zanzibar - Tanzania



**Zoom - Online
Training**

WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



AGILE LEADERS
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