

A photograph of two business professionals in suits. One person is holding a clipboard with a chart and pointing to it, while the other points towards the chart. The background is a bright window with greenery outside. The image is framed by colorful, curved lines in shades of purple, orange, green, and blue.

# A snapshot of our Communication Skills Toolkit

Give your employees unlimited year-round access to regular LIVE,  
INTERACTIVE Communication Skills Webinars

Communication in the workplace isn't just about how well you work with others. It's about building relationships, minimising errors, and most importantly, working as productively as possible. Whether you are an enterprise or a small business, having good communication from top to bottom is essential. Part of having good communication is understanding a "shared meaning." These courses are designed to help employees understand the importance of communication within the workplace and how to communicate effectively.

## What's in the Toolkit?

Note the below is just a snapshot and all modules are repeated throughout the year including in multiple time-zones. This is in addition to new content being added throughout the year.

Course

### COMMUNICATION

16 Modules

- How to be an Effective and Active Listener
- How to Create an Engaging Sales Presentation
  - Managing Upwards
- Communication: Engaging & Understanding Others
  - Giving & Receiving Feedback
  - Creative Presentations using PowerPoint
    - Influence & Negotiation
- Understanding Cultural Differences Working Across Global Markets
  - Emotional Intelligence & Self-Management
  - How to Communicate Effectively Through Email
- How to Communicate Effectively Through Verbal Communication
  - Assertiveness
  - Presentation Skills
  - Creating a Good First Impression
  - Johari Window & Self Awareness
  - Developing Your Personal Brand



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