



# Effective Communication Skills

Duration: 2 Day Session  
By CC Knowledge Base

Effective communication is all about conveying your messages to other people clearly and unambiguously. It's also about receiving information that others are sending to you, with as little distortion as possible.

Being able to communicate effectively is a necessary and vital career part. Effective Communication will help you develop all your skills needed to communicate right messages effectively by identifying the receiver, choosing a proper channel, and responding to feedback. In this training program, you will also learn how to overcome a variety of common forms of interference.

#### Keys Objective:

- Understand communication dynamics
- Enhance the right communication channel
- Able to convey message and idea clearly
- Enhance great listening and responding skills
- Develop great communication skills whether in verbal or written format

#### Agenda:

- Module 1:** The Principle of Communication
- Module 2:** Communication Concept
- Module 3:** Stage of Communication Process
- Module 4:** Interferences of Communication
- Module 5:** Win to communication successfully

#### Topics Addressed:

- How importance of effective communication
- The meaning of communication
- Factor of Communication
- Receiver Analysis
- Stage of the communication process
- Causing a communications breakdown
- Identify common signs and signals that give away

#### Primary Result:

Participants will be able to explain the communication process by using the communication model. They can also analyze personal communication style and demonstrate how to respond appropriately to the communication styles of others and choose effective techniques to overcome them. Also create more effectively communication to receive or convey right messages to a group or to others.



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