

Communication

Is everyone on the same page? Effective communication is integral to a positive company culture and business success. Ensure everyone in your organisation understands the importance of good communication with this online Short Course.

Effective communication in the workplace is integral to a company's culture and business success.

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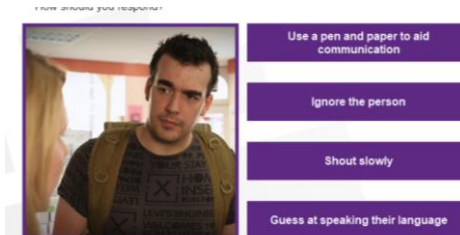
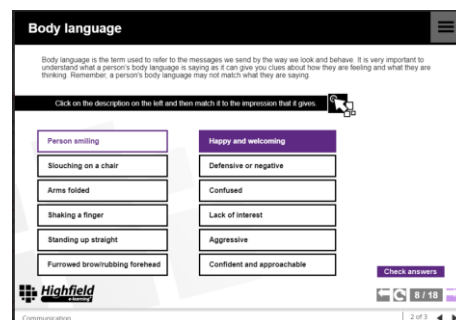
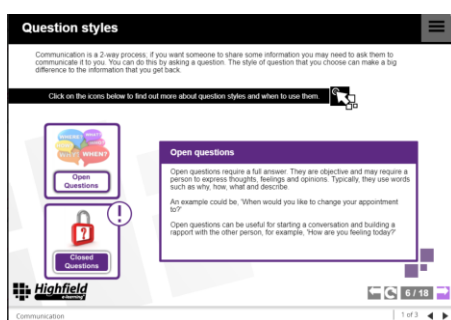
Whether it's face-to-face verbal communication in the office, or non-verbal communication like a quick email to a customer, getting the right message to the right person can be vital.

Good communication can mitigate conflict and improve engagement among employees. It can also create better relationships, both internally and with customers, that result in a more talented, productive workforce.

The Course

The Highfield e-learning Short Course in Communication is designed to help your organisation understand the importance of good communication.

Learners on the course will learn what communication is, the different types of communication and the importance of context in communication. It will equip learners with the tools to identify barriers to communication and how to overcome them. Finally, learners will understand the importance of effective communication in the workplace and the potential consequences of ineffective communication.



Areas Covered

- The communication cycles.
- Communication in different contexts
- Types of communication
- Barriers to communication
- Inclusive communication
- Overcoming barriers to communication
- Effective communication in the workplace
- Consequences of ineffective communication

Who Is It Aimed At?

Highfield e-learning's Short Course in Communication is ideal for all levels of employee within a business and as part of the induction process for new employees.

The course is also ideal for use as part of the on-programme element of the new apprenticeship standards and can support the knowledge, skills and behaviours apprentices need to effectively integrate into the workplace.

Prerequisites

No prior knowledge needed.

Typical Duration

20 - 40 minutes.

Certification

Learners will receive a Highfield e-learning completion certificate, which is downloadable upon successfully finishing the course or you can opt for a Security CPD Certificate with CPD points.

Contact info@securitycpd.org

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Certificates for Awareness Courses are included in course cost.

