

Professional Business Communication

Make your message count when it matters most



“The newest computer can merely compound, at speed, the oldest problem in the relations between human beings, and in the end the communicator will be confronted with the old problem, of what to say and how to say it.”

Edward R. Murrow

Master your communication challenges!

Professional people need to make a competent and powerful impression on their listeners, whether they are colleagues, bosses, clients or business partners. The difference between failure and success often lies in your ability to be an effective communicator - running meetings, presenting your ideas and proposals and selecting the right information to match the expectations of your target groups. This training is a fast-track to improved awareness of your present style and offers you the essential tools you need to upgrade your communication skills and abilities - where YOU most need it.

Training especially designed for:

- Managers and business professionals who need to get their ideas and information across.
- Guide group size and programme length: perfect for groups of 8 in 3 days.

Learning objectives:

- Improve personal impact: deliver the message with confidence and conviction.
- Understand the needs and interest of those you wish to influence: maximise your credibility.
- Strengthen message relevance and clarity: make your case logically, keeping the outcome in mind.
- Develop the 5 C's of “Message-Ability”: communicate with clarity, confidence, conviction, consideration and above all, be credible!

Try - Test - Adapt - Apply!

- Work on your own business topics.
- Simulate real-life scenarios using role-play.
- Experiment during the “Confidence Booster Circuit Training”.
- Analyse your style by seeing yourself in action on video.
- Receive feedback from your peers and your coach.
- Apply useful preparation tools out of the training box.
- Track your progress using the “Learning Log” and adapt to optimise individual performance.

A participant's perspective:

“It was a great experience and I was able to take many things with me - best training I ever had!”