



Communications

Developing your communication skills

Building rapport, demonstrating empathy and influencing skills are three key qualities we all need to ensure we communicate effectively. The following workshops are designed to meet your communication needs in a variety of settings.

Assertiveness

This one day workshop will enable the participants to enhance their communication skills and thereby achieve better working relationships with their colleagues and customers. The approach is positive and non-threatening allowing participants to recognise and overcome the barriers to communicating effectively.

Creating and delivering a Presentation

Giving a presentation has been described as being like having a baby. That is 'it is easy to conceive more difficult to deliver'. The programme will enable participants to work together to learn well documented and creative techniques which will make the experience pleasurable and therefore more effective.

Influencing skills

Working with people requires excellent communication skills and never more when you need to influence others or persuade problem people to work with you not against you. The workshop will help you to identify ways of bringing people around to your way of thinking, reduce resistance to new ideas and eliminate conflict.

Personal effectiveness

Knowing what you do well, what you can rely on, what qualities you have are essential to maintaining your *personal effectiveness*. Being able to identify what makes you feel aligned, motivated and energised will also reinforce and build your confidence, so that when things are not working so well you can deal with them immediately.

Personal organisation and time management

There is never enough time in the day for everything and the more we try to do the less effective we become. This programme works with you to identify the time traps and introduce a range of techniques to help you work smarter not harder.

Networking

To be successful you need to build and maintain contacts from customers, stakeholders and suppliers. This programme covers planning your approach, starting conversations face to face and online as well as developing an appropriate system to maintain your contacts and relationships.

Please contact us to discuss your requirements 01793 790331 or email us at communicate@quicklearn.biz