Communication Skill & Personality Development

Description of course

Communication abilities are the main individual abilities you can at any point produce for your progress throughout everyday life. Life is a progression of correspondences. The individuals who foster solid relational abilities truly do well in school, secure positions, and advancements and frequently rise to the most significant levels of administration in partnerships, states, and metro life. Individuals who neglect to foster Communication abilities frequently have their professions deteriorate or level in the mid-range. Unfortunately, show abilities are either not instructed in essential or auxiliary training or are educated inadequately.

The Complete Communication Skills Masterclass for Life course is your method for getting Master's level schooling on the best way to convey actually.

This course is intended to be an all-inclusive resource for all your relational abilities preparing needs. This course covers a huge range of correspondence needs and situations, from how to impart during a prospective employee meeting, pitching financial backers, requesting a raise, talking one on one, or to enormous gatherings. Furthermore, it covers how to address enormous organizations when you dislike administration, in addition to public representing kids, how to convey a wedding discourse, and, surprisingly, a commendation. You will likewise turn into an expert of influence, self-assuredness, and all parts of business correspondence. Your authority capacities will extend emphatically as your interactive abilities develop to permit you to convey really in each circumstance.

Training objective

1. To develop communication skills as well as positive personality traits
2. To acquire a language suitable for technical communication
3. To inculcate the habit of regular reading and writing.

Key benefits course

1. Communicate Confidently in All Business and Personal Situations
2. Communicate in An Understandable Manner
3. Communicate in A Memorable Way
4. Communicate and Influence People
5. How to Master Every Communications Opportunity

Course module

Module 1: Communication

A. Introduction to Communication
B. Communications Process
C. Importance of Communication
D. Types of Communication
E. Barriers to Communication

Module 2: What is a Skilled Communication?

A. Skilled Communicator
B. Things do by Communicator

Module 3: Individual Evaluation

A. DISC Profile for Workplace Communication

Module 4: Communication Barriers

A. Barriers to Communication
B. Environmental Barriers
C. Cultural Barriers
D. Physiological Barriers
E. Linguistic Barrier

Module 5: How to Improve Written Communication and Formulate Emails?

A. Things to Improve Written Communication
B. Written Communication Tips
C. Writing Skills
D. Writing Effective Emails

Module 6: Using Written Communication to Effectively and Concisely Pass on

A. Technical Information
B. Technical Writing Skills

Module 7: How to Effectively Pass on Negative Information through Writing?

A. Pass on Negative Information Through Writing

Module 8: Probing and Communicating Effectively with Customers

A. Probing
B. Types of Probing
C. Open Probing
D. Closed Probing

Module 9: Listening Skills

A. Define Listening Skills
B. Types of Listening Skills

Module 10: How Do You Rate Your Listening Ability?

A. How Do You Rate Your Listening Skills?
B. Maintain Eye Contact
C. Avoid Thinking About What You are Going to Say Next

D. Don't Interrupt
E. Give Person Your Full Concentration
F. Ask Questions or Request Examples for Clarification

Module 11: Active Listening Skills

A. Process of Active Listening Skills

Module 12: Communication Funnel

A. Process of Communication Funnel
B. Exercise

Module 13: Communication Situation

A. Types of Communication Situations

Module 14: One Little Word

A. Role of One Little Word in Communication
B. How it Make all the Difference?

Module 15: Gestures

A. Kinds of Gestures
B. Exercise

Module 16: A Personal Action plan

A. Define Personal Action Plan
B. Exercise

Course Benefits and Features

Communication skill & personality development Certification is beneficial and enlightening as a professional Student. The Course are Designed in such manner, which would help you dive into the depth of every concept, thereby making concept crystal clear. These professional courses are an asset to kick-start your own Digital Marketing practice/service. These Course will assist you develop your skill set and take your expertise to a professional level. Affixing dual recognition certificate to your resume will amplify your command over the subject. Learn from experts and become professional within short span of time

Courses pre- requisite

1. A cell phone, tablet or computer with a webcam
2. A willingness to practice speaking and communicating on video