

Effective Communication Workshop

Master the art of clear, confident, and impactful communication

A comprehensive journey from the foundations of communication to advanced leadership techniques. Learn practical strategies for everyday interactions, conflict resolution, and digital communication to build stronger relationships and lead with confidence.

21 modules

What you'll learn

- ✓ Overcome common communication barriers and master non-verbal cues
- ✓ Practice active listening and deliver constructive feedback
- ✓ Structure and deliver messages with clarity and emotional intelligence
- ✓ Navigate difficult conversations and de-escalate tension
- ✓ Lead with trust through collaborative and motivational communication
- ✓ Leverage modern digital tools and virtual best practices

Syllabus

1 Understanding Communication Fundamentals

Foundations of Effective Communication Common Communication Barriers The Role of Non-Verbal Communication

2 Listening for Understanding

Active Listening Techniques Reflective Listening Skills Providing and Receiving Feedback

3 Expressing Ideas Clearly

Clarity in Verbal Communication Tone and Audience Adaptation Message Structure and Organization

4 Handling Difficult Conversations

Conflict Resolution Strategies Emotional Intelligence in Communication De-escalating Tension Through Communication

5 Communication for Leadership

Building Trust Through Communication Collaborative Communication Techniques Motivational Communication

6 Modern Communication Tools

Digital Communication Tools Professional Email Writing Virtual Communication Best Practices

7 Practice and Application

Role-Play Exercises Feedback Application and Improvement Personal Communication Development Plan

Who is it for?

Professionals, managers, and leaders looking to enhance their interpersonal skills and drive better team outcomes.

Start today at capacita.paulovila.org

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